

CHELAN COUNTY EMPLOYEE HANDBOOK

2025



RESOLUTION NO. 2024-112
Re: Adoption of County Employee Handbook
01/01/2025

CHELAN COUNTY EMPLOYEE HANDBOOK

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CHELAN COUNTY EMPLOYEE HANDBOOK

This Handbook is a general information guide and is intended to provide personnel with information about Chelan County's current employment practices. Chelan County reserves the right to modify or amend these guidelines, at its sole discretion, at any time, with or without notice. The statements contained in this Handbook are guidelines only and are not promises of specific treatment in specific circumstances upon which any employee may rely.

This Handbook is not a contract of employment. Chelan County reserves the right to change or deviate from these guidelines at any time in individual situations.

Nothing in this Handbook prevents department heads or elected officials from implementing more comprehensive policies within their departments or offices.

HANDBOOK ACKNOWLEDGEMENT FORMS

All new employees will receive a copy of the Chelan County Employee Handbook and are required to sign the Handbook Acknowledgement Form within two (2) weeks of their hire date.

District Court employees must sign the Chelan County District Court version of the Handbook Acknowledgement Form, which includes policy information specific to their department. The District Court policy provisions are in italics following the appropriate sections. CCDC employees see your supervisor, the Court Administrator or the Presiding Judge for additional information.

1 Welcome

As an employee of Chelan County, you are an important member of our team. We hope that you will find your position with the County rewarding, challenging, and productive.

Our success depends upon the dedication of our employees so we are highly selective in choosing new members of our team. To those of you who are joining us for the first time, we take pleasure in welcoming you and telling you about this organization and your role here. To those of you who are current employees, we renew our appreciation for your contribution to our success. We hope that you will enjoy working with us and that we will have a mutually satisfactory relationship.

2 Introduction

Chelan County (also referred to as “the County”) is a municipal corporation of the State of Washington. The Board of County Commissioners (also referred to as “the Board”) is the legislative body and corporate representative of the County. The Board appoints, supervises, discharges, and evaluates the appointed department heads and sets personnel policies, practices and procedures for such departments which fall under their purview. The appointed officials are responsible for the day-to-day management of their respective departments.

Elected officials in Chelan County serve as independent executive officers and are responsible for the day-to-day management of their offices and subordinate departments. Each elected official may hire deputies and other employees as necessary under the budget authority granted by the Board. Employees hired by an elected official serve at the will of the elected official.

For elected officials and the employees in their offices, this Handbook applies specifically to matters involving salaries, compensation, and/or benefits as well as other mandated Federal or State laws. Elected officials may establish policies on other subjects that differ from County Handbook and the policies of other elected officials.

The Chelan County Code covers all aspects of County Government. It is codified through resolutions agreed upon and passed by the County Board of Commissioners. Throughout the Handbook, paragraphs may be followed by the words **Code** and **Res.**, the number following the words explains where to find additional information by looking in the **Code**, and by which **Resolution** the code was most recently updated.

The Chelan County Code is available online, by going to the County Home Page <http://www.co.chelan.wa.us>, or at: <http://www.codepublishing.com/wa/chelancounty.html>

2.1 Contract Information

Unionized employees of Chelan County are represented by the collective bargaining agreement arrived at during their respective collective bargaining processes. The following information is meant to be a guide to Chelan County employees, a source of information regarding state and federal laws, and an explanation of benefits, salaries and other compensation. The information provided herein works in conjunction with, and does not replace, amend or supplement any terms or conditions of employment stated in any collective

bargaining agreement. Wherever employment information provided herein differs from the terms expressed in the applicable collective bargaining agreement, employees should refer to the specific terms of the collective bargaining agreement, which will control.

CONTACT YOUR UNION REPRESENTATIVE TO OBTAIN A COPY OF YOUR CONTRACT

At-will Employment (Non-union Employees)

Employment with the County is at-will, which means that both you and the County may terminate the employment relationship at any time, with or without notice, with or without cause, for any reason whatsoever, not prohibited by law. The County does not promise that your employment relationship will continue for a set period or specific term, or that your employment relationship can be terminated only under particular circumstances. The County reserves the right to exercise its discretion to change your rate of pay, hours of work, benefits, and job duties, and to impose disciplinary action when warranted.

The Board of Commissioners has the authority to enter into any agreement for employment for any specified length of time or that is contrary to the policy of at-will employment. Any such agreement must be in writing and signed by the Board of Commissioners to be valid. An elected official can enter into an employment agreement without the consent of the BOCC as long as the employment agreement is consistent and in compliance with county policies. Nothing in this handbook or in any oral or written statement shall limit the right to terminate employment at-will.

2.2 Probationary Period

All new employees are subject to a probationary period of a minimum of one year, the probationary period may be extended at the discretion of the department head. The probationary period will be a minimum of one year unless otherwise stipulated through the collective bargaining agreement covering the new employee or by the letter of employment.

Interdepartmental transfers (transfers into a new department) will be subject to a probationary period of three months, with the option to extend the probationary period by an additional three months at the discretion of the department head or elected official.

Intra-departmental transfers (transfers into a new position within the same department) will also be subject to a probationary period of 3 months.

2.3 Orientation

Every new employee, including full-time, part-time, temporary, seasonal or extra-help, will be scheduled to meet with Human Resources during their first three days of employment to complete their new hire paperwork. Until the initial new hire paperwork is complete they cannot be entered into the financial system, and payroll activity cannot be entered.

During the employee's initial meeting with Human Resources they will receive a benefits packet and have an opportunity to review all benefits offered by Chelan County that they are eligible for. The benefits packet will include information on medical, dental and life insurance, deferred compensation, additional

voluntary insurance, and retirement information. Enrollment forms will be included for all benefits programs along with forms for direct deposit of payroll, W4 and I 9.

Orientation of new employees is also the responsibility of the department into which they have been hired. An informational session conducted between a new employee and a supervisor, or senior employee should include, but not be limited to coverage of departmental policies and procedures, job duties, dress code, attendance and work schedule requirements for the department.

3 Nature of Employment Relationship

3.1 Internal Complaint Procedure

Chelan County is committed to providing a safe and productive work environment that promotes the health, safety, and well-being of our employees. We encourage you to come forward with any concerns immediately so we can address the issue. All reports will be addressed and promptly investigated. Corrective action will be taken if warranted by the investigation. While the County cannot promise confidentiality for people who make complaints, we will keep the information confidential to the extent possible and only divulge information on a need-to-know basis. To assist you, we have outlined procedures to be followed in resolving a situation.

Step 1: Report Concerns to Your Supervisor

If you have concerns or questions, we encourage you to speak directly to your supervisor. Failing resolution at that level, skip to step 2. If the complaint concerns conduct by your supervisor, skip to step 2 as described below.

Step 2: Submit Complaint to Human Resources

If you are unhappy with the decision made by your supervisor, you can discuss it with Human Resources. If the complaint concerns conduct by the Human Resources department, skip to step 3 described below.

Step 3: Appeal Decision to the County Administrator

Employees may submit a written request for review by the County Administrator, which should state the basis for the complaint or disagreement with their supervisor or Human Resources decision and the specific relief that the employee is seeking. They will investigate each complaint received as appropriate. As soon as practicable after the conclusion of its investigation, they will notify the employee of the outcome of any investigation and their decision, which will be considered final.

We expect all employees to cooperate fully in County investigations by, for example, answering questions completely and honestly and giving the investigator all documents and other material that might be relevant. All complaints will be handled as confidentially as possible, and all employees will be expected to comply with confidentiality standards. When the investigation is complete, the County will take corrective action, if appropriate.

We will not engage in or allow retaliation against any employee who makes a good-faith complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to Human Resources.

3.2 Whistleblower

Chelan County employees shall be encouraged to disclose, to the extent not expressly prohibited by law, improper governmental actions of local government officials, and employees, without fear of retaliation.

A. Definitions:

1. Improper governmental action:

(a) is any action by an officer or employee that is undertaken in the performance of the officer or employee's official duties, whether or not the action is within the scope of the officer or employee's employment which is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety or is a gross waste of public funds.

(b) does not include personnel actions including, but not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatement, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of the local government collective bargaining and civil service laws, alleged labor agreement violations, reprimands, or any action that may be taken under Chapters 41.08, 41.12, 41.14, 41.56, 41.59, 53.18, 54.04.170, and 54.04.180 RCW.

2. Retaliatory Action means any:

(a) adverse change in a local government employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal or any other disciplinary actions; or

(b) hostile actions by other employees toward a local government employee that were encouraged by a supervisor or senior manager or official.

3. Emergency means: a circumstance that if not immediately changed may cause damage to persons or property.

B. Procedure for Reporting Improper Government Action: employees who become aware of improper governmental action shall follow this procedure:

1. Report the matter to their supervisor, human resources director, or the prosecuting attorney, in writing, stating in detail the basis for the employee's belief that an improper action has occurred and as soon as the employee becomes aware of it. If the employee reasonably believes that the improper action involves their supervisor, the employee may report the issue directly to the next person above the supervisor in the chain of command or may report the issue directly to the human resources director, or prosecuting attorney.
2. The supervisor in receipt of the report shall promptly forward the report to the human resources director and prosecuting attorney.
3. The supervisor in receipt of the report, human resources director, and prosecuting attorney shall promptly coordinate an investigation of the report. The report and investigation shall

be shared with the respective department director or elected official unless they are a subject of the report or the investigation.

4. The supervisor, human resources, or the prosecuting attorney, shall provide a status update of the investigation of improper government action within thirty (30) days of receipt of the employee's report. The reporting employee shall comply with any and all requests to maintain confidentiality regarding the report or investigation.
5. The identity of a reporting employee shall be kept confidential to the extent possible under the law unless the employee authorizes the disclosure of their identity in writing.
6. An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.
7. In the case of an emergency, where the employee reasonably believes that damage to persons or property may result if action is not taken immediately, the employee may verbally report the improper action and follow with a detailed written report as soon as practical.
8. Consistent with RCW 42.41.030(3), an employee may report information about improper governmental action directly to an outside agency responsible for the subject matter if the employee reasonably believes that an adequate investigation was not undertaken by the county to determine whether an improper government action occurred, or that insufficient action was taken by the county to address the improper action or that for other reasons the improper action is likely to recur. An outside agency includes the state auditor.
9. Upon conclusion of the investigation, the employee shall be advised of a summary of the result, except that personnel actions taken as a result of the investigation may be kept confidential.

C. Retaliation Prohibited: Elected Officials or employees may not use official authority or influence, directly or indirectly to threaten, intimidate, or coerce an employee for the purpose of interfering with that employee's right to disclose information concerning an improper governmental action in accordance with the provisions of this policy. No employee who in good faith reports a violation shall suffer harassment, retaliation or an adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline including termination. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns with the county prior to seeking resolution outside of the county.

D. Protection from and Procedure for Seeking Relief Against Retaliation: It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Employees who believe they have been retaliated against for reporting an improper government action shall follow this procedure:

1. Employees shall deliver a written notice of the charge of retaliatory action to the board of commissioners and the human resources director within thirty (30) days of the occurrence of the alleged retaliatory action. The written notice of the charge shall:

- (a) Specify the alleged retaliatory action, and
- (b) Specify the relief requested.

2. The board of commissioners and the human resources director shall respond to the written notice of the charge of retaliatory action and the request for relief in writing and within thirty (30) days of receipt.

3. After receiving the county's response, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered to the board of commissioners and the human resources director within fifteen (15) days of delivery to the employee of the county's response to the notice of the charge of retaliatory action, or, if the county fails to respond, within fifteen (15) days of the last day on which the county could respond.

4. Within five (5) working days of receipt of a request for hearing the county shall apply to the state office of administrative hearings for an adjudicative proceeding before an administrative law judge which shall comply with RCW [34.05.410](#) through [34.05.598](#).

5. The final decision of the administrative law judge is subject to judicial review. Relief ordered by the administrative law judge may be enforced by petition to superior court.

E. Policy Implementation: The board of commissioners is responsible for implementing these policies and procedures. This includes posting the policy on county bulletin boards, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Officers, managers and supervisors are responsible for ensuring this policy is fully implemented within their areas of responsibility.

F. District Court Employees:

Procedures for reporting: (subsection 3.3B above)

If the employee reasonably believes that the improper action involves their supervisor, the employee may raise the issue directly with the next person above the supervisor in the chain of command; or may raise the issue directly with the presiding judge or if there is a conflict or an appearance of conflict with the presiding judge, the employee may raise the issue with the other elected judge.

The supervisor in receipt of the report may, if appropriate, notify and consult with the prosecuting attorney about the report.

The presiding judge or their designee shall promptly investigate the matter. The name of the employee shall be kept confidential to the extent authorized by law.

3.3 Employee Conduct

Employees are expected to perform their duties in a competent and efficient manner and will be held accountable for their actions while acting on behalf of or having the appearance of acting on the behalf of the county. The following may warrant disciplinary action, up to and including termination:

- A) a lack of knowledge of the duties of the position;
- B) an unwillingness to perform assigned tasks;
- C) the failure to conform to work standards and behavior established for the employee's position; or
- D) the failure to take appropriate action as directed verbally or in procedure; repeated work evaluations showing substandard performance. Incompetent work will be grounds for disciplinary action.

Cooperation and a positive attitude enhance performance and improve outlook within the workplace, increasing efficiency and interdepartmental relationships. Negative attitudes disrupt productivity creating a hostile and difficult working atmosphere for all employees in contact with the negativity. County employees are expected to maintain a positive work attitude, to be constructive in their criticisms and be proactive in searching for a solution to problems encountered.

Behavioral expectations may be expressed County wide or departmentally. Anyone who interacts with coworkers or the public must exhibit the personal integrity and professional skills necessary to perform assigned duties, including but not limited to cooperation, communication, honesty, diligence and mutual respect.

Chelan County employees are encouraged to demonstrate proactive problem solving when involved in difficult work situations, and to avoid pessimistic discussions, whether instigated by others or not, which may lead to a negative work environment for all parties involved.

3.4 Policy Against Discrimination and Harassment

The County is committed to providing a workplace that is free from all forms of discrimination and harassment. The County prohibits discrimination or harassment that is based on race, color, national origin, ancestry, sex, gender identity, transgender status, sexual orientation, age, religion, creed, physical or mental disability, medical condition, genetic information, pregnancy, childbirth, or related medical condition, marital status, veteran status and any other protected class or characteristic established under applicable federal, state or local statute or ordinance. This policy is also part of the County's commitment to diversity and inclusion, and a workplace that is free from harassment, disrespect, and divisiveness. Every two years, all employees will receive training on discrimination and harassment prevention.

Discrimination

Conduct prohibited by this policy includes any discriminatory employment action or unwelcome conduct, whether **verbal, written, physical, or visual** that adversely affects someone based on protected characteristics which:

- affects tangible job benefits;
- unreasonably interferes with work performance; or
- creates an intimidating, hostile or offensive work environment.

Among the types of unwelcome conduct prohibited by this policy include, but are not limited to:

- Epithets/Nicknames

- Slurs
- Stereotyping
- Intimidating and/or humiliating acts
- The circulation or posting of written or graphic materials that show hostility toward individuals because of their protected characteristics.

Harassment

For purposes of this policy, harassment is any verbal or physical conduct that creates a hostile work environment, or is designed to threaten, intimidate, create, or coerce an employee, co-worker or any person working for or on behalf of the County. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment, including comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment, including distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual, group or protected class including but not limited to national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other any other protected class or characteristic.
- All employees, regardless of their positions or immigration status, are covered by and are expected to comply with this policy.

General Provisions

Whenever the County receives a complaint of discrimination or harassment, or otherwise becomes aware of possible discrimination or harassment, it will investigate and ensure a fair process for all parties.

All employees are required to cooperate with any internal investigation of discrimination or harassment. Discriminatory or harassing behavior does not need to be illegal in order for the County to take corrective disciplinary action.

The County will strive to create a workplace free from disrespect, divisiveness, incivility, and inappropriate behavior. Therefore, behavior that could create a discriminatory or harassing environment should the behavior continue or escalate will not be tolerated and will lead to corrective disciplinary action. While management and Human Resources are responsible for the oversight of this policy, employees are also responsible for ensuring compliance with and supporting safe and healthy work environment.

Sexual Harassment

The County is committed to providing a workplace that is free from sexual harassment. Sexual harassment will not be tolerated. Sexual harassment includes harassment on the basis of sex (including pregnancy, related medical conditions, and breastfeeding, gender identity or expression, sexual orientation, or any other category protected by applicable local, state or federal laws). Any person covered by this policy who engages in sexual harassment or retaliation will be subject to corrective disciplinary action, up to and including termination from employment.

Sexual Harassment Definition

Sexual harassment is defined as unwelcome language or conduct of a sexual nature, or language or conduct that is because of sex, when:

- Such language or conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment (this can happen even if the complaining party is not the intended target of the sexual harassment);
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions.

Sexual harassment includes visual, verbal or physical conduct of a sexual nature as well as any form of offensive behavior including gender-based harassment of a person even when the harassment is not sexual in nature. Sexual harassment can include language or conduct against a person of the same sex as the harasser.

The list below includes examples of harassing behavior; however, it does not cover every type of harassment that will be considered to be a violation of this policy.

Examples of Language and Conduct that is Considered Prohibited Harassment

- Physical conduct including but not limited to sexual assault; any intentional and unwanted physical contact, pressing or intentionally brushing up against another person's body; blocking someone's movement or invading their space.
- Visual conduct including but not limited to leering; sexual gestures; displaying of sexually suggestive objects, pictures, cartoons, posters, screensavers, or websites.
- Verbal conduct including but not limited to: sexually derogatory comments, nicknames, slurs and jokes; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; derogatory comments related to gender or stereotypical gender roles; subtle or obvious pressure for unwelcome sexual activities; sexually suggestive or obscene written notices; conversations, stories, comments or jokes about a person's sexuality or sexual experience; unwelcome questions about a person's sexuality or gender identity or expression. Asking a co-worker on a date multiple times if the request was unwelcome.
- Verbal abuse or joking concerning a person's gender characteristics such as vocal pitch, facial hair or the size or shape of a person's body. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or expression, or the status of being transgender
- Offering an employment benefit (such as a raise, bonus, promotion, assistance with one's career or better working conditions) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, worse working conditions, or disciplinary action) when a person refuses to engage in sexual activity.
- Sending sexually related, sexually derogatory, or sexually suggestive text messages, videos or messages via social media.
- Making or threatening retaliatory action after receiving a negative response to sexual advances.
- Degrading comments in the form of sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how persons of a specific sex should act or look.

- Other actions not listed above that constitute sexual harassment and/or a violation of this policy.

Bullying

Some of the above-mentioned behaviors may also be categorized as instances of bullying. Bullying is verbal or physical conduct that seeks to harm, intimidate, or coerce another person. Bullying is not necessarily based on a person's membership in a protected category like race, sex, age, or disability, among others. Bullying of any kind is not tolerated. We promote respect, empathy, and kindness in all interactions. Any incidences of bullying will be swiftly addressed and appropriate actions taken.

Location and Timing of Behavior

Sexual harassment is not limited to the physical workplace. It can occur during travel, at events sponsored by the County, or by phone, email, text, or social media. Such behavior can also occur outside of scheduled work time. Employees who engage in sexually harassing conduct outside of the workplace or outside of work hours will be subject to corrective disciplinary action.

Responsibilities of Employees

- Each employee has the responsibility to refrain from discrimination and sexual harassment that impacts the workplace.
- Managers and supervisors should monitor work areas to ensure compliance with this policy and should report all incidents of discrimination, harassment, and/or retaliation that they observe, or about which they become aware, to Human Resources. In such circumstances where a person discloses sexual harassment but does not want to make a formal complaint, or when the complaining party changes their mind and retracts the complaint, the manager or supervisor is still obligated to act upon the information and follow the Investigative Procedures.
- Any employee who is found to violate this policy after an investigation has been conducted will be subject to corrective disciplinary action in accordance with the County's disciplinary policy, up to and including termination of employment.
- Any employee who believes they have been the target of sexual harassment or witnesses sexual harassment, is encouraged to follow the County's Reporting Procedure to report the sexual harassment.
- The employee does not need to confront the harasser in order for a complaint, investigation, and corrective disciplinary action to take place. A covered person who experiences sexual harassment may, if they choose to and can do so safely, inform the harassing person that such conduct is unwelcome and offensive and must stop.
- Employees shall familiarize themselves with this policy and the Reporting Procedure and attend all required sexual harassment trainings.

External Process

The County encourages employees to use the County's internal complaint procedure however, all employees have the right to file a discrimination, harassment, and/or retaliation complaints with outside agencies, such as the Washington State Human Rights Commission (WSHRC) and the United States Equal Employment Opportunity Commission (EEOC). There may also be applicable local laws preventing harassment and county or city agencies that can investigate claims of harassment.

- WSHRC www.hum.wa.gov 1-800-233-3247

- EEOC www.eeoc.gov 1-800-669-4000, 1-844-234-5122 (ASL Video Phone)

Retaliation

Retaliation is any action that could discourage an employee from coming forward to make or support a discrimination or harassment claim. The action need not be job-related or occur in the workplace to constitute retaliation (e.g., threats of physical violence for reporting sent via social media or outside of work hours).

The County prohibits retaliation, including hardship, or any penalty or loss, against an employee for:

- making or responding to a complaint of discrimination or harassment, either internally, with an administrative anti-discrimination agency, or filing a lawsuit about discrimination or harassment;
- providing information, testifying or assisting in a legal proceeding involving discrimination or harassment;
- opposing discrimination or harassment by making an oral or informal complaint to management, or by simply informing a supervisor or management of harassment; or
- reporting that another employee has been discriminated against or harassed.

Employees are protected from retaliation and retaliatory harassment from all persons covered by this policy. However, an employee who knowingly makes a false complaint of discrimination or harassment will be subject to disciplinary action.

Investigation of a Complaint

All complaints of discrimination or sexual harassment will be investigated in a timely manner. Human Resources will designate the investigator. Investigations will commence within five days of a complaint and will conclude within 30 days of the complaint, unless an outside investigator is needed, in which case an investigation may take longer.

An employee reporting discrimination or harassment will be treated with respect and if needed will be provided with supportive resources. The County will keep the complaint and investigation confidential to the extent possible.

During the investigation, a neutral interpreter will be used when the complaining party, the accused, or a witness does not speak English or is more comfortable speaking in another language. Upon completion of the investigation, the County will meet with the complainant and the alleged harasser separately to communicate their findings, determination, and actions to be taken. The finalized documentation of investigation will be placed in a confidential investigation file.

Unprofessional Conduct – Gossiping

In a continued attempt to create and maintain a safe, healthy and professional workplace, the County has implemented a policy that aims to prevent harmful or damaging gossip. This may also be referred to as bullying. This policy is not meant to limit employees' right to talk about wages, hours or working conditions. Rather, it is aimed at educating employees about the dangers of talking about others behind their backs and gossiping about non-work-related issues or conversations that could lead to legitimate concerns about health, safety or harassment.

Below is a non-exhaustive list of behaviors that may be considered a violation of this policy:

- Using abusive and profane language when talking about another employee or guest of the county;
- Harassing another employee or guest of the County;
- Engaging in chatty talk/rumors or reports of an intimate nature about another employee or guest of the County; and/or
- Engaging in conduct that is harmful, offensive or intimidating of coworkers or guests of the County.

Reminders:

- This policy **does not prohibit** the discussion of wages, benefits, or other terms and conditions of employment; and
- This policy **is not** intended to discourage concerted activity (i.e., discussion of working conditions) amongst each other.

Employees who violate this policy will be subject to corrective disciplinary action, up to and including termination of employment.

3.5 Ethics and Conduct

The successful business operation and reputation of Chelan County is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. All employees are subject to the provisions of Chapter 42.23 RCW, Code for Ethics for Municipal Officers.

The continued success of Chelan County is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to Chelan County, its public, customers, other employees, supervisors, officials, and members of both internal and external organizations to act in a way that will merit the continued trust and confidence of the public.

Chelan County will comply with all applicable laws and regulations and expects its elected officials, department managers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Public employees are required to abide by laws governing behavior in certain situations, including, but not limited to:

RCW 42.52.140 prohibits a state officer or state employee from receiving, accepting, taking, seeking, or soliciting, directly or indirectly, any gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the officer or employee, or be considered as part of a reward for action or inaction.

- No person who has served as an officer or employee of the County shall, within a period of two years after termination of such service or employment, receive compensation for any services rendered on behalf of any person, firm, corporation, or association in relation to any case, proceeding, or application with respect to which such person was directly concerned and in which they personally participated during the period of their service or employment with Chelan County.

- No officer or employee of the County shall accept employment or engage in any business or professional activity, during and following termination of employment with the County, which they might reasonably expect would require or induce them to disclose unpublished, personally identifying information or other confidential information acquired by them by reason of an official position with Chelan County.
- No officer or employee of Chelan County shall disclose confidential information gained by reason of their official position with the County, nor shall they use such information for personal gain or benefit, even after separation from employment with Chelan County.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. Employees unsure as to whether a certain transaction, activity, gift or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or Human Resources for clarification.

Compliance with this policy of business ethics and conduct is the responsibility of every Chelan County employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

3.6 Equal Employment Opportunity

Chelan County is committed to providing equal employment opportunity for all employees and applicants for employment on the basis of merit without regard to Legally Protected Characteristics. The objective is to promote the full realization of equal employment opportunity through strategies that aim to eliminate discrimination based on factors that are irrelevant to job performance. Within county offices and departments, every effort will be made to ensure that all employment decisions and personnel actions, including recruitment, selection, training, promotion, transfer, and benefits are administered in conformance with state and federal statutes and regulations governing equal employment and personnel management.

Chelan County will make reasonable accommodations for qualified individuals with known disabilities within the requirements of applicable state and federal laws and regulations, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

Employees may request a copy of the entire Chelan County Equal Opportunity Policy and Procedures by contacting Human Resources.

3.7 Reasonable Accommodation

When a reasonable accommodation does not create an undue hardship on the County's business, Chelan County provides accommodations for job applicants and employees:

- with disabilities (including physical, medical, mental, or psychological impairment, or a history or record of such impairment), to enable them to apply for positions and to perform their essential job functions,
- with sincerely held religious beliefs and practices,
- with needs as a victim of domestic violence, sex offense or stalking,
- needs related to pregnancy, childbirth, or related medical conditions, and/or
- for any other reason to comply with federal, state, and/or local laws and ordinance.

If you have a disability, injury, religious need or practice that affects your job performance you should advise Human Resources, preferably in writing, as soon as possible. After receipt of the initial request information, the County will initiate an interactive dialogue with the employee to determine what, if any, reasonable accommodations may be appropriate. If you do not receive an initial response within five (5) business days, you should contact Human Resources.

Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. We will not allow any form of retaliation against employees who raise issues of perceived discrimination. To ensure our workplace is free of artificial barriers, violations of this policy may result in disciplinary action, up to and including discharge.

4 Work Rules & Standards of Conduct

4.1 Drug and Alcohol Use

It is Chelan County's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on Chelan County premises and while conducting business-related activities off Chelan County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. "**Alcohol abuse**" means the ingestion of alcohol or alcoholic beverages, on or off duty, which adversely affects the employee's ability to perform their job safely or efficiently. "Illegal drug" means any controlled substance as defined in RCW 69.50, not possessed or taken in accordance with a lawful prescription. Employees who have consumed any amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty.

WORK RULES:

Employees should report to work fit for duty and free of any adverse effects of drugs. The following work rules apply to all employees:

- Employees are prohibited from using, possessing, buying, selling, manufacturing, dispensing, or being under the influence of illegal drugs under state or federal law (including marijuana) while working, operating any vehicle on County business, present on County premises, or conducting related work

off-site.

- Employees are prohibited from using legal drugs that are not used in a manner consistent with accepted frequency or dosage requirements while working, operating any vehicle on County business, present on County premises, or conducting related work off-site.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing County business or while in a County facility is prohibited.
- Employees who are taking legal prescription medications should determine with their medical provider or pharmacist whether the prescription drug may impair the employee's ability to perform the employee's job duties safely and effectively. If the employee's performance may be impaired, the employee should advise Human Resources so that reasonable accommodations can be considered while the employee is taking the prescription medication. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia may be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
- Regarding marijuana, usage for medicinal purposes or purchased under state laws allowing recreational use is prohibited in the workplace.

Violations of this policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

TESTING

Post-Offer Pre-Employment / Random. Employees with safety sensitive job duties, including without limitation who operate vehicles, machinery, or equipment as part of their job functions may be subjected to drug and alcohol testing: (i) after a conditional offer for employment prior to commencing employment and (ii) pursuant to a random selection process. CDL holders are subject to Federal Motor Carrier Safety Administration guidelines, which includes random screening.

- **Reasonable Suspicion.** When a supervisor has a reasonable objective basis for suspecting that an employee is using or is under the influence of alcohol, illegal drugs, or another substance while on Chelan County property; during working hours; while operating, utilizing, or working with or around a County vehicle, machinery, or equipment; or while conducting County business at any location, the employee may be suspended from work and be required to promptly submit to a drug and/or alcohol test.
- **Post-Accident.** An employee may be subject to post-accident drug and/or alcohol testing as soon as safely practicable after an accident on Chelan County property; during working hours; while operating, utilizing, or working with or around a County vehicle, machinery, or equipment; or while conducting County business at any location, if the County has a reasonable basis for suspecting that such employee's impairment by an illegal drug, alcohol, or other substance contributed to the accident, or as otherwise permissible by law. Employees involved in a workplace accident as described above must remain available for testing and must refrain from consuming any substance as defined above, including alcohol for eight (8) hours following the

accident, or until an alcohol and drug test has been performed, whichever comes first.

- **Return-to-Work and Follow-up Testing.** Employees who have tested positive and/or who have completed a drug or alcohol rehabilitation program as a condition of continued employment may be required to pass a drug and/or alcohol test before returning to work, and may be required, as a condition of continued employment, to submit to follow-up drug and alcohol testing.
- **Refusal to Submit to a Test.** Refusal to sign an authorization to submit to a drug or alcohol test, to submit to a test, or to provide the test results to Chelan County may result in disciplinary action up to and including termination.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take time off to participate in a rehabilitation or treatment program through Chelan County's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Chelan County policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Chelan County any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Chelan County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

All employees must notify their supervisor of any criminal convictions occurring after employment regardless of whether alcohol or drug related. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or Human Resources without fear of reprisal.

Chelan County receives federal funding and must comply with Federal Drug Free Workplace Guidelines.

4.2 Attendance and Punctuality

In order to deliver services effectively, as well as maintain a safe and productive work environment, Chelan County expects employees to be reliable and to be punctual in reporting for scheduled work. Each employee is expected to maintain an acceptable level of job attendance, attendance is an overall part of good work performance and is one of the standards by which an employee's overall performance may be measured. Recurring and excessive absences and/or tardiness are disruptive to work schedules, costly to the County and its citizens, and detrimental to the morale and efforts of employees who maintain a good work record.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Failure to notify the supervisor of tardiness or absence or recurring or excessive tardiness or absence may be grounds for disciplinary action.

4.3 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Chelan County presents to customers and visitors. Department heads and/or elected officials are responsible for establishing a reasonable dress code appropriate to the job functions of their department. Employees with questions regarding what constitutes appropriate clothing and professional appearance should consult their elected official, department head or immediate supervisor; reasonable accommodation may be made in accordance with WA State and/or federal laws. Employees must dress in a manner that does not impair safety. Any employee who is not dressed in appropriate clothing, consistent with this policy, will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed.

Nothing in these guidelines is intended to impact an employee's religious dress or religious grooming practices. If you believe these guidelines are being interpreted in a way that impacts your religious dress or religious grooming practices, you must immediately report your concerns to Human Resources or your direct supervisor.

4.4 Fitness for Duty – Physical Fitness

Chelan County is committed to providing a safe work environment for its employees. In order to assist in maintaining a safe work environment it is imperative that employees are physically able to physically perform the essential duties functions of their associated with their assigned tasks.

- a. The Employer may require an employee to undergo a fitness for duty examination if it determines such examination is necessary to ascertain whether the employee can perform the essential functions of the job. Typically, a fitness for duty assessment becomes necessary in an incident or event specific setting, or where a pattern of significant sick leave usage or job performance causes the Employer to have a reasonable belief that the employee may not be fit for duty, which may include but is not limited to an injury or a health or psychological condition that reveals itself while the employee is on duty and interferes with the employee performing the work of the position.
- b. On any occasion when the Employer believes that a fitness for duty examination is necessary with respect to an employee, the Employer will notify the employee of Employer's belief in writing, and the Employer will also explain in writing the basis for its belief in this regard as set forth in paragraph a) above.
- c. Upon notice by the Employer of the required fitness for duty examination, the employee will immediately make an appointment with their provider/physician to perform such examination, at the Employer's expense. The employee may be placed on paid administrative leave, given light duty assignments, or have their workers compensation claim reopened if appropriate, pending the results of said examination. The employee's job description will be provided to the examining physician and will include the essential functions of the job.
- d. If the examination raises fitness for duty issues, information necessary to inform the Employer of the nature of any fitness for duty issues as they would relate specifically to the employee's ability to perform the essential functions of their job will be released to the Employer.

- e. If no fitness for duty concerns are raised by the examination, the Employer will be informed by the physician that the employee is fit for duty subject to the provisions in section f) below.
- f. Either party shall have the right within no more than ten (10) working days of receipt of the result of the initial fitness for duty examination to give notice that the party is seeking a second opinion about fitness for duty issue(s) from a physician of the party's choice at the expense of the party seeking the second opinion (if insurance does not cover the cost). The second opinion must be completed within thirty (30) calendar days from the notice unless the physician's schedule requires further time. If neither party seeks a second opinion, then the results of the initial fitness for duty examination shall be binding.
- g. In case the first and second medical examination/fitness for duty opinions conflict (meaning one indicates fit for duty and the other indicates unfit for duty), the parties will seek a third opinion from a mutually agreed upon physician to perform a final fitness for duty examination at the expense of the Employer. If the third examination confirms that the employee is fit for duty, then the employee will be returned to duty. If the third examination confirms that the employee is unfit for duty, then it is binding.
- h. Results of the medical examination will determine future employment status. If the employee is determined to be unfit for duty they may be assigned different work, returned to work with restrictions, returned to work with reasonable accommodations or terminated.

4.5 Workplace Violence Prevention

Chelan County is dedicated to ensuring employees have a safe work environment and has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. The Safety Committee meets regularly to discuss safety concerns and mitigation. Campus Security is present to deal with altercations should they arise.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Chelan County without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated if such actions are taken in a way that suggests, purports, or implies county authority. This prohibition includes all acts of harassment as described in the Harassment section of this handbook.

All threats of violence and actual violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats of violence or actual violence by employees, as well as threats of violence or violence by customers, vendors, solicitors, or other members of the public. When reporting a threat or incidence of violence, you should be as specific and as detailed as possible and shall document in writing. Unless specified by an employee's job description or responsibilities, employees are not expected to place themselves in peril. Emergencies or immediate threats should be reported to 911.

Chelan County will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Chelan County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Chelan County encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or HR before the situation escalates into potential violence. Chelan County is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

4.6 Hiring of Relatives/Nepotism

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a “relative” is defined as:

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|---|------------------------------------|
| a. Parent or stepparent | h. Spouse |
| b. Child or stepchild | i. Domestic partner |
| c. Adopted or foster child | j. Mother-in-law or father-in-law |
| d. Daughter-in-law or son-in-law | k. Grandparent |
| e. Grandchild | l. Aunt or Uncle |
| f. Niece or nephew | m. First cousin |
| g. Sibling or stepsister or stepbrother | n. Domestic partner’s relatives |
| | o. Brother-in-law or sister-in-law |

Gender references shall recognize individual identity preferences.

Relatives of current employees may not occupy a position that will be working directly for or directly supervising their relative.

If a relative relationship is established after employment between employees who are in a direct supervisor/supervisee situation, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to their supervisor and the Director of Human Resources. The elected officials reserve the right to adjust the respective roles of the affected employees in their respective offices and departments to minimize or eliminate any actual or apparent conflicts of interests.

This policy regarding employment of relatives applies prospectively and only in those circumstances where the actual or apparent conflict of interest would exist as described above. Employment of relatives in other County positions is not impacted.

4.7 Hiring of Retirees

Chelan County recognizes the value of institutional knowledge that is lost when employees retire from public service. Retirees of the Public Employees' Retirement System are eligible to return to public employment without jeopardizing their retirement benefits provided they meet the criteria established under the statute. When appropriate, the County supports the return of retirees to the workforce and the economies gained by hiring an individual with prior knowledge of the job. In such instances, it shall be the responsibility of the hiring department head or elected official to document the need to hire a retiree through the County's rules and procedures governing general recruitment. As mandated by the Department of Retirement Systems, retirees must have a period of separation from county employment of at least 30 days after the official date of retirement. The hiring of retirees will be done in accordance with Department of Retirement Systems (DRS) provisions.

4.8 Outside Employment

Employees may hold outside jobs as long as the outside employment does not create a conflict of interest and the employees meet the performance standards of their job with Chelan County. All employees will be judged by the same performance standards and may be subject to Chelan County's scheduling demands, regardless of any existing outside work requirements.

If an Appointed or Elected Official of Chelan County determines that an employee's outside work creates a conflict of interest and/or interferes with performance or the ability to meet the requirements of Chelan County as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with Chelan County. Outside employment will present a conflict of interest if it has an adverse impact on Chelan County, as determined by Chelan County.

District Court Employees: Outside Employment and Social Contacts

Employees may hold outside jobs only if the Court Administrator has given prior approval and the employee continues to meet the performance standards of their job with Chelan County. All employees will be judged by the same performance standards and may be subject to Chelan County's scheduling demands, regardless of any existing outside work requirements. Employees also are asked to review their social contacts to ensure that the court's appearance of impartiality and neutrality are not impaired by such. If such an appearance exists, the issue may be addressed by management with the staff member.

4.9 Job Posting

Chelan County provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Regular, full-time job openings may be posted, although Chelan County reserves sole discretionary authority not to post a particular opening.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of Chelan County.

5 Employment Status and Records

5.1 Employment Categories

It is the intent of Chelan County to clarify the definitions of employment categories so that employees understand their employment status and benefit eligibility. These categories do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Chelan County.

Each position is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. Exempt and nonexempt employment status is defined under the Fair Labor Standards Act (FLSA) and applicable state law and is based on the nature of the work and the job responsibilities. Each position at Chelan County is classified as Exempt or Nonexempt.

- **Exempt Employees** are those who are paid on a salary basis and not eligible for overtime pay under the Fair Labor Standards Act because their positions are classified as executive, administrative, professional, outside sales, or other applicable exemptions.
- **Non-exempt Employees** are those who are paid on an hourly basis and are eligible for overtime pay for all hours worked in excess of 40 in a workweek.

An employee's classification of either exempt or nonexempt may be changed only upon written notification by the Chelan County Commissioners and assuming their positions meet the FLSA definitions of such classifications.

In addition to the above categories, each employee will belong to one other employment category:

- **Elected Officials** are individuals elected by the people of Chelan County to serve in public office.
- **Permanent Full-time** Employees are those who are not in a temporary status and who are regularly scheduled to work at least thirty (30) hours per week, on a year-round basis. (Appointees are considered permanent, full-time employees as it relates to this Handbook.)
- **Permanent Part-time** Employees are those who are not assigned to a temporary status and who are employed for less than the standard specified work week, but who work more than 70 hours per month, on a continuing basis.
- **Temporary** Employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project, for a specific time period, or who work less than 70 hours per month on a continuing basis. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.
- **Seasonal Regular** Employees are those whose anticipated level of daily activity is not consistent throughout the calendar year yet continue to receive their salary at the high or low seasonal rate throughout the year.
- **Seasonal Temporary** Employees are those whose services are specific in a designated time period.

- **Seasonal Full-time** Employees are those that work full time in the same position for more than six months out of the year.

Please see the applicable collective bargaining agreement for definitions of full-time, and part-time with regards to benefit eligibility.

Additional employment categories may be listed in collective bargaining agreements between County employees and the County. If there is a discrepancy between the above categories and the collective bargaining agreement, the appropriate collective bargaining agreement should be followed. Seasonal employees do not accrue vacation leave. This includes, but is not limited to, employees of Ohme Gardens, Fair, Airport Workers, Seasonal WSU cooperative Extension Workers, Election Workers, Monitor Park, Farm Worker Housing, Horticulture and Public Works who meet the qualifications of a seasonal regular, seasonal temporary, or seasonal full-time employee. In certain instances, longer term full-time seasonal employees may be eligible for benefits including leave accrual.

5.2 Personnel Files

The County maintains personnel files for each employee. These files include confidential information such as the employee's job application, resume, documentation of performance appraisals and salary increases, and other employment records.

The County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented during the hiring process and throughout an employee's employment. Employees are responsible for informing Human Resources of any changes in their personnel data. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach an employee in a crisis may be extremely problematic.

Personnel files are the property of the County, and access to the information contained therein is restricted. Employees who wish to review their own files should provide Human Resources with reasonable advance written notice. A mutually convenient time within ten (10) business days of the employee's request will be offered so the employee can review their own personnel files in the office and in the presence of an employee designated by the County, subject to applicable law.

Confidentiality of Medical Information

Medical information about employees will be treated with strict confidentiality and only those with a legitimate business need to know such information will be given access. However, Chelan County will cooperate with, and provide access to employee's personnel files to, law enforcement officials or local, state or federal agencies in accordance with applicable laws. The County will take reasonable precautions to protect such information from inappropriate disclosure and maintain the confidentiality of employee medical information. Anyone who inappropriately discloses such information will be subject to disciplinary action, up to and including termination of employment.

5.3 Job Descriptions

Department heads and elected officials are responsible for maintaining current job descriptions for the positions in their department. Each description may include a job information section, a job summary

section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

Chelan County maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The elected official or department head prepares job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. If you have questions about the elements of your job description, you should seek clarification from your supervisor. When a new job description is created or a current job description is updated the department head or elected official is responsible for sending a copy Human Resources.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary.

6 Employee Benefits

Eligible employees at Chelan County are provided a wide range of benefits. A number of the programs (such as social security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Contact Human Resources to identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in this Handbook or in the applicable collective bargaining agreement for union members

Open enrollment for making changes in benefit plans is Mid-November through Mid-December each year, contact Human Resources for details.

6.1 Adjusted Service Date

Some employee benefits and payroll changes are based on time served since the adjusted service date. If an employee is hired on or before the 15th of any given month, the adjusted service date will be the first day of the month in which they were hired. If an employee is hired after the 15th of any given month, the adjusted service date will be the first of the following month.

The adjusted service date may also account for periods of leave without pay not otherwise protected; or credit given for prior work experience.

6.2 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation,

and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

This section applies to employees to the extent that they are not covered by a collective bargaining agreement, or the accrual and use of vacation time is not addressed in the agreement. See the applicable collective bargaining agreement for additional information.

- **Full-time** Employees accrue vacation at the rate of 8 hours for each month of completed service but will only earn 8 hours of vacation in their first month of employment if their hire date is on or before the 15th of the month. Full-time employees with a hire date after the 15th of the month will not earn vacation for that month.
- **Part-time** Employees working schedules of at least thirty (30) hours per week accrue vacation at the rate of 6 hours for each month of completed service. Part-time employees working at least twenty (20) hours per week accrue vacation at the rate of 4 hours for each month of completed service. Part-time employees will only earn vacation in their first month of employment if their hire date is on or before the 15th of the month. Part-time employees with a hire date after the 15th of the month will not earn vacation for that month
- **Temporary** Employees do not earn vacation leave

Employees eligible for vacation will accrue vacation time in their final month of employment if their separation date is on or after the 15th of the month. Employees with separation dates before the 15th of the month will not earn vacation in the final month of employment.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Paid vacation leave can be used in minimum increments of thirty (30) minutes for employees in nonexempt positions. Employees in exempt positions must use vacation leave in four (4) hour increments. To take vacation leave, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation is paid at the employee's base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused vacation time forward to the next benefit year. Vacation time may be accumulated; however, the amount of such accumulated vacation will be limited to two hundred forty (240) hours. An employee will be credited with unused vacation as earned monthly in excess of 240 hours during the calendar year, but as of January 1st of the succeeding year, the employee's vacation account will be reduced to 240 hours.

Upon separation of employment, employees may be paid for unused vacation time, up to 240 hours, that has been accrued, payable at the employee's salary rate as of the time of separation. However, if Chelan County, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may

result. Employees cannot use more than two (2) weeks of vacation prior to the end of their employment.

Upon giving four months of written notice of retirement to an employee's department head and Human Resources, all accumulated annual leave shall be cashed out and paid with the employee's final pay check. Employees cannot use more than two (2) weeks of vacation during their period of notification of retirement.

In the event of death, all accumulated vacation will be paid to the estate of the employee.

6.3 Longevity Bonus Leave

Each permanent full-time and permanent part-time employee of Chelan County shall be granted longevity bonus annual leave hours with full pay after completing 2, 3, 5, 10, 15, and 20 years of continuous service. Permanent part-time employees working at least 20 hours per week shall receive one-half of the paid vacation benefit received by a regular full-time employee. Permanent part-time employees working at least 30 hours per week shall receive three-quarters of the paid vacation benefit received by a regular full-time employee. If an employee changes between permanent part-time and permanent full-time status during the year, the longevity bonus annual leave hours will be prorated based on the number of months in each status. Longevity bonus hours will be credited to the employee's leave bank on a monthly basis. Longevity bonus hours are scheduled to be granted according to the following:

Length of Service	Vacation Hours	Longevity Bonus	Total
1 Year	96	0	96
2 Years	96	1	108
3 Years	96	1.5	114
5 Years	96	3	132
10 Years	96	4	144
15 Years	96	6	168
20 Years	96	7.5	186
25 Years	96	9	204

6.4 Longevity Bonus

This longevity pay program is nondiscretionary and thus the bonuses are included in the employee's regular rate of pay. Thus, the bonus is part of the regular rate of pay for purposes of calculating overtime pay, etc. Longevity Bonus Pay is to be paid on the employees' anniversary date of the following intervals:

Longevity	10 years	15 years	20 years	25 years	30 years	35 years	40 years
Bonus	\$1,000	\$1,500	\$2,000	\$2,500	\$3,000	\$3,500	\$4,000

6.5 Donation of Annual Leave

The Board of County Commissioners has the sole authority to determine if any employee qualifies for receipt of donated annual vacation leave.

Requests to solicit donations of annual vacation leave must be made to the BOCC by the department head

or elected official for which the employee works. Chelan County employees may donate accumulated annual vacation leave to an employee who, as a result of being on extended sick leave as a result of serious illness or injury or medical complications related to pregnancy, has only 80 hours or less of combined accumulated sick, annual, holiday and compensatory time leaves. Annual vacation leave shall be donated in increments of **four** hours. Eligibility to donate annual vacation leave to a particular employee may be limited based on which fund and/or department/office the requesting employee works for.

The hours of donated annual vacation leave will remain in the leave bank of the donating employee until they are needed by the receiving employee. Leave will be removed from the leave account of the donor and used by the donee in the order donations are received. Unused leave will remain in the account of the donor if the donee returns to work before the donated time is used. Employees with more than 240 hours of annual leave, including hours designated as donated annual vacation leave hours that have not been used, will have their annual vacation leave balance reduced at the end of the year.

6.6 Specified Holidays and Floating Holidays

Chelan County generally grants holiday time off to all eligible employees on the specified holidays which can be found on the intranet. The Commissioners' Office will issue a memo to all employees in or around September of each year noting the holidays to be observed for the following calendar year.

Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday).

Eligible employee classification(s):

Full-time Regular	Employees shall receive eight (8) hours pay for each of the holidays listed at the end of the holiday on which they perform no work.
Regular Part-time	Employees with work schedules of at least thirty (30) hours per week shall receive three-quarters (3/4) of the paid holiday benefit received by a regular full-time employee
Regular Part-time	Employees with work schedules of at least twenty (20) hours per week shall receive one-half (1/2) of the paid holiday benefit received by a regular full-time employee

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

In addition to the approved holidays, eligible employees will receive up to two (2) floating holidays in each calendar year. Employees may reference their CBA to determine the number of floating holidays they are entitled to. These holidays must be scheduled with the prior approval of the employee's supervisor and must be used in the year received; they cannot be banked for future use. A floating holiday consists of eight (8) hours. New hires will receive the floating holiday in their bank during the first month of employment if they begin employment on or before the 15th of the month. Employees with a start date on the 16th or after will receive their floating holiday the following month.

6.7 Unpaid Holidays for Reason of Faith or Conscience

Under Washington law all employees of Chelan County are entitled to up to two unpaid holidays per calendar year for “a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious holiday.”

Employees may select the days on which they desire to take the two unpaid holidays after consultation with their supervisor. If an employee prefers to take the two unpaid holidays on specific days for a reason of faith or conscience, Chelan County will allow the employee to do so unless the employee's absence would impose an undue hardship on the County or the employee is necessary to maintain public safety

Note that a partial day off will count as a full day toward your yearly allotment of two days. Note also that the law provides for unpaid leave, and there is no provision for substituting paid time off. If you wish to be compensated for the time off, please follow the policies for using accrued vacation leave or compensatory time or other paid time off.

If you seek to take a day off or partial day off under this law, you must submit a written request to your Department Head or Elected Official at least two weeks in advance. Untimely requests will only be considered if you can demonstrate that timely notice was not possible under the circumstances.

Your request should include the following information:

- Your name
- The day(s) or partial day(s) that you are requesting off
- A sufficient description of the reason for the leave so that the Department Head or Elected Official can determine if it is properly granted
- If the request is untimely, the reason why it was not possible to submit the request in a timely manner.

You will normally receive a response within 5 working days of receipt of your request. The request may be denied if:

- It was not submitted in a timely fashion, or
- The reason for the requested leave is not appropriate under the law, or
- You have already exhausted your allotment of days off under the law, or
- You are in a public safety position, such as police, fire, or dispatch, and granting the leave would result in the shift falling below necessary staffing levels, or granting the request would cause an undue hardship

6.8 Health Insurance

Chelan County's health insurance plan provides employees and their dependents access to medical and dental insurance benefits. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Chelan County and the insurance carrier. Employees in the following employment classifications are currently eligible to participate in the health insurance plan:

- Elected Officials
- Permanent full-time employees – Those working thirty (30) hours per week or more
- Seasonal regular and seasonal full-time employees may be eligible for health insurance

Currently, Chelan County offers several different health insurance options. Coverage, premiums, and deductions may vary with each plan. See your plan book and/or CBA for detailed information.

All eligible employees will pay all costs in excess of the capped county contribution for health and dental care coverage for themselves, spouse and/or dependents they wish to cover. The employee will be required to enroll any spouse or dependent in the same plan as the employee enrolls in.

Employees eligible for health insurance benefits will receive the full benefit in their final month of employment **if** they work one (1) day in the corresponding month.

Dependents who are not enrolled when first eligible (during the first 30 days after employee's date of hire), are eligible to enroll **ONLY** during the regular group open enrollment period, generally held in November/December of each year. Changes in enrollment for qualifying events may be made within four weeks of the allowable change in family status. Infants born while the employee is covered, and who are eligible dependents under this program, may be covered from birth at the employee's expense.

Employees must notify the Human Resources Department of any change in family status (i.e. divorce, child custody) and fill out new benefit forms. Otherwise, an employee may be held liable for any county expenses inappropriately paid for benefits. Chelan County may require employees to fill out an employee verification worksheet annually to verify their status.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the HR Department for more information about health insurance benefits.

Employees falling under the 30 hour per week threshold to qualify for medical benefits under County policy due to leave without pay not otherwise protected under law, will not be eligible for the County contribution toward insurance during the month their hours are reduced. Employees not qualifying for the county contribution for the month have the option to continue coverage by self-paying the premium for the month; contact Human Resources or Payroll for amount due to continue coverage.

6.9 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Chelan County's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. For additional information on qualifying events and coverage extension limits, contact Human Resources.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Chelan County's group rates plus an administration fee. Chelan County provides each eligible employee and spouse (if any) with a written notice describing rights granted under COBRA when the employee or beneficiary becomes eligible for coverage under Chelan County's health insurance plan. The notice contains important information about the employee's rights and obligations.

6.10 Flexible Spending Account (FSA)

Chelan County provides a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

- Elected Officials
- Permanent full-time employees
- Permanent part-time employees

Participation in the Unreimbursed Medical and/or Dependent Child Care FSAs is optional and determined on an annual basis for the plan year. You must enroll for each plan year; enrollment cannot be changed at any time other than open enrollment. You determine how much to contribute to the account, up to a specified maximum, which will be communicated to employees on an annual basis, based on anticipated expenses during the plan year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to you for reimbursement of out-of-pocket expenses. Up to \$500 of the unreimbursed medical FSA may be rolled over into the following plan year; amounts in excess of \$500 will be forfeited. Care should be taken not to over-fund your account; these funds should be used before use of VEBA funds.

Employees who leave employment with the County will have the balance of their FSA election withheld from their last paycheck if they have already received reimbursements greater than the deductions made to date.

Unreimbursed Medical

The Unreimbursed Medical health care account lets you use pre-tax dollars to pay medical and dental care bills that you have paid out of pocket. The amount will be deducted from your pre-tax salary in equal amounts for the year. Qualifying bills are those for medicine or drugs not covered by insurance, non-covered vision expenses such as eye hardware and other non-reimbursed medical and dental treatment. Expenses for medical care include those incurred by covered dependents on the employee's medical plan.

Dependent Child Care

The Dependent Child Care Account lets you use your pre-tax dollars to pay for childcare expenses such as nursery school, and other types of daycare outside of the home including child care centers and select

summer day camp programs. Through the Dependent Child Care FSA program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Details of the Flexible Spending Account program are described in the Chelan County Benefit Handbook.

Contact the Human Resources Department for more information on the Flexible Spending Account program and to obtain enrollment and reimbursement forms and worksheets with examples of reimbursable and non-reimbursable expenses. Open enrollment generally occurs Mid-November through Mid-December each year, allowing employees to enroll or change their withholding amount.

6.11 Life Insurance

Life insurance offers you and your family important financial protection. Chelan County provides a basic life insurance plan for eligible employees and their dependents. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan. Benefits are doubled in the cases of accidental death.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Elected Officials
- Permanent full-time employees
- Permanent part-time employees

Details of the basic life insurance plan including benefit amounts are described in the Chelan County Benefit Handbook provided to eligible employees. Contact Human Resources for more information about life insurance benefits.

6.12 Long-Term Disability

Chelan County provides a voluntary long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the voluntary LTD plan:

- Elected Officials
- Permanent full-time employees
- Permanent part-time employees

The Chelan County voluntary long-term disability plan is offered to employees, with employees required to pay the entire cost of the premium. Employees may decline to participate in the voluntary LTD plan.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement

between Chelan County and the insurance carrier.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact Human Resources for more information about LTD benefits.

6.13 Voluntary Insurance Benefits

Additional benefits are available through AFLAC for employees to purchase, at their own expense, through payroll deduction:

- Accident Expense Insurance
- Individual Dental Insurance
- Short Term Disability Insurance
- Cancer Expense Insurance
- Intensive Care Expense Insurance

For additional information and enrollment forms contact the Human Resources Department.

6.14 Retirement

Regular full-time employees and others meeting the DRS requirements are eligible for a state sponsored retirement program.

PERS 2 (Public Employees Retirement System)

PERS 3 (Public Employees Retirement System)

PSERS (Public Safety Employees Retirement System)

LEOFF 2 (Law Enforcement Officers and Fire Fighters)

Contact Human Resources with questions about your retirement benefits through the WA Department of Retirement Systems.

Additional information can be found on each of these retirement programs online at www.drs.wa.gov

6.15 Voluntary Employee Benefit Account (VEBA)

The HRA VEBA is a tax-free health savings account that is funded by the County for your current and future out of pocket medical and retiree health and insurance expenses, including dental and eyeglasses. The County contributes a fixed amount per month to the HRA VEBA Plan of each eligible full time non-bargaining employee; bargaining employees see the applicable collective bargaining agreement for VEBA eligibility and details. The contributions are invested into one, two or all three funds, however you chose. Contact Human Resources for current contribution rates.

A VEBA is a tax- exempt trust authorized by the IRS. Your account will be credited with the tax-free contributions made by the county, and with the tax-free investment earnings, allowing you to obtain tax-free reimbursements for your medical expenses and insurance premium payments. HRA VEBA contributions are not W2 reportable earnings.

An HRA VEBA account provides a tax-free source of funds to pay for the cost of health care expenses for you, your spouse, and your qualified dependents. The account may be used to pay for any qualified pre- or post-retirement medical, dental, or vision out of pocket expenses (deductibles, co-payments, co-insurance, policy exclusions, etc.), plus post retirement premiums, some Medicare plans and tax qualified long-term care insurance premiums for employees, spouses, and qualified dependents. The account acts like a savings account, which can carry over year after year until the funds are exhausted.

Employees eligible for VEBA benefits will receive the full benefit in their first month of employment if their hire date is on or before the 15th of the month, employees will receive the full contribution amount in their final month of employment if their separation date is on or after the 15th of the month. Employees with separation dates before the 15th of the month will not earn VEBA benefits in the final month of employment.

Permanent part-time employees regularly scheduled for 20 or more hours per week, but less than 40, on an on-going basis are eligible for VEBA contributions at the rate of one half of the full-time employee contribution rate.

See Sick Leave for additional VEBA contribution information.

6.16 Deferred Compensation

In addition to retirement through the State Department of Retirement Systems eligible employees may also make additional retirement contributions through a Deferred Compensation Program, Section 457 of the Internal Revenue Code. Currently, eligible employees may contribute between \$20 per month and 25% of their gross income, to the maximum allowable under current IRS code.

Employees may enroll in a deferred compensation program at any time after they have been hired full-time or permanent part-time. Contact the Human Resources Department for additional information on available deferred compensation programs.

6.17 Employee Assistance Program (EAP)

An employee assistance program (EAP) is available to all employees. This program is provided through ComPsych, in association with Guidance Resources. An EAP is a resource for employees and their families to get help with a number of issues they may face from emotional problems, relationship and family issues, to legal, financial or wellness concerns. ComPsych has a team of professionals ready to help day or night. The EAP is a strictly confidential employee benefit which provides assessment and short-term counseling to employees, their spouses and their dependents. An employee or an employee's family member can access the program by calling the ComPsych Guidance Resources toll free number or going online.

Using the Employee Assistance Program

Employees and their families have access to the EAP, the benefit is not limited to just the employee, the employee's spouse and children may utilize the EAP for no cost.

When an employee or their family member calls an intake specialist (a masters or PhD level minimum counselor) will collect some general information about you and will talk with you about your needs. This specialist will provide the name of a counselor who best fits your personal needs. You will then set up an appointment to speak with the counselor over the phone or in person. If the counselor determines that your issues can be resolved within three (3) sessions, you will receive short-term counseling through the EAP. However, if it is determined that the problem cannot be resolved in short-term counseling through the EAP and you will need longer treatment, you will be referred to a specialist early on, and your insurance coverage will be activated.

Employee Assistance Program services are confidential, by law; ComPsych may not release any employee records to anyone without written consent of the employee or client.

Guidance Resources also offers information on coping with depression, coping with everyday stress and balancing work and family.

Employees and their families also have access to a resource called Legal Connect for information and assistance with legal problems, including divorce, estate planning matters, lawsuits, bankruptcy, adoptions and personal injury. Legal Connect is available to ask questions over the phone and if the specific questions require more in-depth assistance Legal Connect will refer you to a local attorney where you will receive a free consultation and 25% off of their regular rate.

Contact the Human Resources Department for additional information.

6.18 Credit Cards

Employees may use Chelan County credit cards with approval from their elected official or department head. Cash advances on credit cards are prohibited.

Personal charges may not be made with a county credit card. Any charges which cannot be properly identified or are not properly allowed shall be paid promptly by the card user by check. This includes finance charges, late fees, etc.

See Chelan County Financial Policies on the intranet for additional information on Credit Cards.

6.19 Participation in Elections

Employees are encouraged to fulfill their civic responsibility by participating in elections. Voting is done solely by mail in Chelan County. Ballots can be requested on the Auditor's website.

7 Timekeeping and Payroll

7.1 Timesheets

Accurately recording time worked is the responsibility of the employee in a nonexempt position. Federal and state laws require Chelan County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties including regular and pre-approved overtime hours, as well as absences (e.g., sick, holidays,

vacation), late arrivals, early departures, and meal periods.

Employees in nonexempt positions should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work may be required to be pre-approved before it is performed. All leave taken should be recorded in no less than 15-minute increments.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time sheets to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. Departments are responsible for verifying employee time; vacation, sick and comp time accruals, usage and balances are correct. Timesheets are due in the Auditor's Office according to the payroll schedule on the intranet. Once time sheets have been forwarded to the Auditor's Office, this becomes the official record for purposes of time worked.

7.2 Payroll Change Notices

In order to have payroll changes entered into the financial system before payroll has to be entered, payroll change notices for current employees must be completed and turned in to the Human Resources Department 2 weeks before the effective date of the change.

New hire payroll change notices must be turned in to the Human Resources Department within 2 weeks of beginning employment with the County or before payroll is due in the Auditor's Office that month, whichever comes first. Payroll cannot be processed without an approved New Hire Payroll Change Notice.

7.3 Paydays

All employees are paid monthly, on the fifth day of the month. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. For salaried employees, the payroll period runs from the 1st to the last day of each month.

7.4 Administrative Pay Corrections

Chelan County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that an employee believes there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor and payroll so that corrections can be made as quickly as possible.

In the event that the county determines an overpayment of wages or benefits has occurred, the employee will be notified and a plan will be implemented to recoup the overpayment of wages or benefits, as allowed under state law. Recouping an overpayment of wages will result in withholding a fixed amount from the employee's monthly pay until the full amount of the overpayment has been recouped.

7.5 Pay Deductions

The law requires that Chelan County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Chelan County also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Chelan County matches the amount of Social Security taxes paid by each employee.

Chelan County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Exempt salaried employees receive a salary that is intended to compensate for all hours worked for the County. This salary is established at the time of hire. While it may be subject to review and modification from time to time, such as during salary review times, the salary is a predetermined amount that is not subject to deductions for variations in the quantity or quality of work.

Under federal and state law, exempt salaried employees' salaries are subject to certain deductions. For example, absent contrary state law requirements, exempt salaried employees' salaries are subject to reduction for the following reasons:

- Full day absences for personal reasons;
- Full day absences for sickness or disability;
- Full day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave absences (either full or partial day absences);
- Before the employee becomes eligible to participate in the sick leave plan during their first 90 days of employment;
- To offset amounts received as payment for jury and witness fees or military pay; or
- The first or last week of employment in the event of less than a full week worked.

In any workweek in which exempt salaried employees work, their salary is not subject to reduction for any of the following reasons:

1. Partial day absences for personal reasons, sickness, or disability; less than 4 hours
2. Absence due to the County's decision to close a facility on a scheduled workday;
3. Absences for jury duty, attendance as a witness, or military leave in any week in which any work is performed; or
4. Any other deductions prohibited by state or federal law.

It is not an improper deduction to reduce exempt salaried employees accrued vacation, personal, or other forms of paid time off banks for full or partial day absences for personal reasons, sickness, or disability. Employees who believe they have been subject to an improper deduction should report the matter to their supervisor immediately. If the supervisor is unavailable or is an inappropriate person to contact, or if a prompt and fully acceptable reply has not been received within five (5) business days, Human Resources should be contacted.

Every report of improper deductions will be fully investigated and corrective action, up to and including discharge, will be taken, as appropriate, for any employee(s) who violates this policy. In addition, the

County will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the County's investigation of such reports.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, contact the Auditor's Office.

7.6 Draws

Requests for draws shall not exceed fifty (50) percent of the earned monthly salary or eight (80) percent of the hours worked through the fifteenth (15) of the month for the hourly employee per RCW 36.17.040.

Temporary and Seasonal Hourly employees are not eligible to receive draws.

Draw forms must be signed by the authorized supervisor/ department head before being sent to the Human Resources Department. The signed request must be submitted to the HR no later than the 15th of the month before noon. Draw forms may be printed off of the intranet or requested from HR.

Draws will be issued on the 20th of each month and may be picked up after 8:00 am. If the 20th falls on a weekend or holiday the draws will be available by 12pm on that prior Friday. If direct deposit is requested the draw amount will be deposited directly to the employee's account on the 20th or last working day prior to the 20th.

It is the responsibility of the department to notify the Auditors Office if an employee is terminated before the draw date so the draw will not be issued. It is also the responsibility of the department head to anticipate if a temporary employee will earn enough to merit a requested draw.

7.7 Direct Deposit

All employees are encouraged to enroll for direct deposit. Employee's not wishing to receive pay via direct deposit should contact Human Resources for additional information. Employees will receive an itemized statement of wages when Chelan County makes direct deposits. This direct deposit option is available for both payday and draws. A signed request form must be in the Auditor's Office no later than the 15th day of the month direct deposit forms may be printed off the intranet. If an employee changes bank accounts a new direct deposit sheet must be completed and signed.

7.8 Separation of Employment

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances for separation:

- Resignation – voluntary separation initiated by an employee.
- Discharge – involuntary employment termination initiated by the organization.
- Layoff – involuntary employment separation initiated by the organization for non-disciplinary reasons. An employee who separate through the layoff process does not have reemployment rights. When this occurs, affected employees will be given two weeks' notice of a pending layoff, or severance pay in lieu of notice. Severance pay will be limited to two weeks unless otherwise approved.
- Retirement – voluntary employment separation initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employees will receive their final pay in accordance with applicable state law and in the same manner in which they received previous paychecks. Employee benefits are generally affected by employment separation in the following manner. All accrued, vested benefits that are due and payable at separation will be paid; provided that, if Chelan County, in its sole discretion, terminates employment for cause, forfeiture of vacation time may result. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Employees eligible for health insurance benefits will receive the full benefit in their final month of employment **if** they are physically working in the office at least one (1) day in the corresponding month.

Prior to an employee's departure, Human Resources will request that the employee participates in an exit interview in which the employee will be asked to discuss their reasons for resignation and will be informed of the effect resignation has on employee benefits. While an exit interview is not required, we strongly encourage employees to complete one as it will help us learn about your experiences working at the County. Your feedback will help us gain insight into how we are meeting the needs of our team, ways in which we could improve and allow us to identify trends. Unless a specific response or action is required, your comments will be held confidentially within senior leadership and HR.

7.9 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Chelan County. Although advance notice is not required, Chelan County requests at least 2 weeks' written resignation notice from all employees. Upon resignation employees will have to fill out a termination of employment form.

Prior to an employee's departure, Human Resources may request the employee participate in an exit interview in which the employee will be asked to discuss their reasons for resignation and will be informed of the effect resignation has on employee benefits. No employee is required to participate in an exit interview.

Termination/ Resignation checklists are available (if applicable) from your department head.

7.10 Return of Property

Employees are responsible for all Chelan County property, materials, or written information issued to them or in their possession or control. Employees must return all Chelan County property immediately upon request or upon termination of employment. Where permitted by applicable laws, Chelan County may request payment for the cost of any items that are not returned when required. Chelan County may also take all action deemed appropriate to recover or protect its property.

7.11 Step Increase Schedule

Time-In-Step Schedule

Each classified pay grade has been given a seven-step salary range with promotion within the steps as follows:

After completion of 1 year at Step 2, employees shall be elevated to Step 3

After completion of 1 year at Step 3, employees shall be elevated to Step 4
After completion of 1 years at Step 4, employees shall be elevated to Step 5
After completion of 2 years at Step 5, employees shall be elevated to Step 6
After completion of 2 years at Step 6, employees shall be elevated to Step 7
After completion of 2 years at Step 7, employees shall be elevated to Step 8

Hiring

Department heads or elected officials have the sole discretion to hire at steps 2-4 depending on qualifications when filling positions. Exceptions to hire at steps 5-8 must be specifically approved by the Board of County Commissioners. After initial hiring, all step increases must follow the time-in-step schedule unless otherwise authorized by the Commissioners’.

Step Adjustments

During the probationary period department head or elected official may determine that the probationary employee was not placed appropriately on the step schedule based on prior skills and experience, or current performance exceeding expectation of current step placement. During the probationary period the department head or elected official may submit a request to adjust the employees step placement. Requests should be submitted to Human Resources for review and approval by the BOCC.

The request should include:

- a letter outlining rationale for initial step placement request; and
- requested adjustment to proposed step; and
- a copy of the performance evaluation of the employee

Transfers

If an employee transfers from one county department to another county department at the same pay grade and same step, the time-in-step measurement date continues from their previous position.

However, if an employee transfers at a different pay grade OR is transferred at a different step, then the time-in-step measurement date starts over as of the date of transfer. Department heads or elected officials have the discretion to hire employees from another department at steps 2-4 depending on qualifications.

Promotions

When an employee is promoted to a different pay grade, the time-in-step measurement date starts over as of the date of promotion to the new pay grade and step.

7.12 Out of Class Pay

The purpose of this chapter is to ensure that both operational continuity and fair compensation are maintained during circumstances where an employee is absent or a position is vacant and it is necessary, optimal, or advantageous, to use an existing employee from the same or a different department or office to perform the work and/or duties of the vacant position or absent employee. This chapter only applies to situations when an existing employee performs work and/or duties of a higher classification than is that employee’s current or regular classification or compensation. This chapter does not apply to situations when extra work is performed when covering for a vacant position or absent employee of either the same

or a lower classification. This chapter does not apply to situations when extra work is performed when covering for a vacant position or absent employee in a higher classification for a short period and when such coverage duty is included in the performing employee's job description at time of hiring or labor contract at time of performance of coverage.

A. DEFINITIONS

- a) short period: 22 consecutive workdays or less
- b) extended period: more than 22 consecutive workdays
- c) higher classification: higher PW# and higher compensation at corresponding step
- d) lower classification: lower PW# and lower compensation at corresponding step
- e) same classification: same PW# and same compensation at corresponding step
- f) supervisor: not the director of a department nor an elected official but has supervisory duties
- g) director: highest position in a department supervised by the board of commissioners
- h) manager: not the director of a department nor an elected official but has supervisory duties
- i) eligible employee: full time and/or part time permanent county employee
- j) past practice: compensate performance of higher-class work in full from start date of performance, not just from approval date, no exclusion of short period of time.
- k) compensation: pay and benefits
- l) lead: not the director of a department nor an elected official but has supervisory duties
- m) temporary assignment: approved by department director or elected official; start date is first day higher class work/duties performed, including first 22 days, and not starting only at next pay period after approval.

B. COMPENSATION FOR PERFORMANCE OF WORK OF HIGHER CLASSIFICATION

Compensation for performing work and/or duties at a higher classification including but not necessarily limited to supervisor, manager, or lead, is provided as monetary acknowledgement to an employee for the assumption and performance of work and/or duties normally performed by an employee of a higher classification. The assumption and performance of the work and/or duties of the higher classification must contain responsibilities of the higher classification not included in the employee's current classification. The employee must possess any state required licenses for the higher classification. The classification must be one identified to be current or approved within the office, department, or division. The employee shall be paid for all work at the rate and benefits assigned to the higher classified position, at the employee's current step, or a flat five percent above the employee's regular pay, whichever is greater, and shall receive higher class pay for all hours worked, provided that a minimum of four (4) hours per day or twenty (20) hours per week comprise higher classification work and/or duties for the duration of the temporary assignment. Compensation shall be paid retroactive to the date the work and/or duties started to be performed.

C. APPROVAL AND COMMENCEMENT OF TEMPORARY ASSIGNMENT

Circumstances where advance approval for a temporary assignment to higher classification work and/or duties cannot occur, compensation shall be paid retroactive to the date the work and/or duties started to be performed. Prior approval of the county commission is required for temporary assignments to higher classifications for county commission staff. Notice to the county commission as soon as practicable is required for higher classification temporary assignments for departments supervised by the county commission. Notice of higher classification temporary assignments made by other elected officials should be provided to the county commission as soon as practicable. Any internal budget changes within an

existing office or department's current year budget necessary to accommodate an out-of-class assignment made by an elected official or department director is within the discretion of that elected official or department director. In cases where a budget increase is needed, it should be treated according to the codified emergency supplemental budget increase process.

D. AUTHORITY

Each elected official and department director is authorized to determine when and by whom the work and duties of an absent employee or a vacant position will be performed within their respective office or department. Elected officials and appointed department directors are authorized to share employees for temporary assignments. Each department director and elected official has the authority to revoke a temporary assignment at any time and without notice.

E. SELECTION OF ELEGIBLE EMPLOYEES

Only full time or part time permanent county employees are eligible to fill temporary assignments to perform work and/or duties of higher-class positions. Employees may come from a different department or office of county government if agreed upon between elected officials and/or department directors. Salary placement for interim appointments to director positions in departments supervised by the board of commissioners shall be determined by the board of commissioners. Management, supervisor, or lead position temporary assignments can be determined by a department director or elected official. Temporary employees, including seasonal, term-limited temporary employees, contract, and/or temporary agency employees are not eligible for temporary assignments.

F. NOTICE TO EMPLOYEE

As soon as practicable, the relevant department director or elected official will provide to the employee performing a temporary assignment of higher class work and/or duties written notice containing the position title, description, date upon which higher class work and/or duties and compensation commenced or will commence, a list of work and/or duties required to be performed for the duration of the assignment, the job classification and applicable step, compensation, and an estimated length of time that the temporary assignment will last, that the temporary assignment is revocable at any time without notice, and that the temporary assignment does not confer on the employee any new privilege, right of appeal, right of position, transfer, demotion, promotion, or reinstatement.

G. RETURN TO REGULAR ASSIGNMENT

When the temporary assignment is complete, the employee's salary will be readjusted to its previous level at the increment where it would have been, including adjustments such as, but not necessarily limited to, COLA, merit, and seniority adjustments, and within range increases, as if the out-of-class or acting supervisor/manager/lead pay had not been made. The adjustment to the previous level shall be made the first day of the following pay period in which the assignment is terminated. The employee's hire date and continuous service date will remain unchanged throughout the temporary assignment. Temporary assignment pay shall be considered proportionally to regular pay when cashing out or converting vacation or sick leave or when making vacation or sick leave donations. If the temporary assignment position is converted to a regular position and the employee who served in the temporary assignment position is hired into the regular position, the time served in the temporary assignment shall count toward any required probationary period.

8 Workplace Conditions and Hours

8.1 Safety

To assist in providing a safe and healthy work environment for employees, customers, and visitors, Chelan County has established a workplace safety program. This program is a top priority for Chelan County. The Commissioner's Office has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Chelan County provides information to employees about workplace safety and health issues through internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A labor-management Safety Committee, composed of representatives from throughout the organization, has been established to help monitor Chelan County's safety program and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors may receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the Safety Committee. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report or where appropriate fail to remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department and their appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

8.2 Security Inspections

Chelan County wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Chelan County prohibits the possession, transfer, sale, or use of such materials on its premises. Chelan County requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of Chelan County. Accordingly, any agent or representative of Chelan County may inspect them, as well as any articles found within them, either with or without prior notice. See the Drug and Alcohol

Use policy described earlier in this handbook for more information on Chelan County’s authority to search County and employee personal property.

8.3 Solicitations

In an effort to ensure a productive and harmonious work environment, persons not employed by Chelan County may not solicit or distribute literature in the workplace at any time for any purpose.

Chelan County recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

8.4 Work Schedules

Work schedules for employees vary throughout Chelan County, by department and building. County Office is open for business between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. The County's established workweek period begins at 12:01 AM Sunday and goes through 12:00 midnight on Saturday. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

See also, Section 8.7 Overtime, and/or the applicable collective bargaining agreement for detailed explanation of workweek.

8.5 Smoking

In accordance with [Washington State’s Clean Indoor Air Act of 2005](#), smoking is prohibited indoors. Employees who wish to smoke must do it outside, at least 25 feet away from all entrances, exits, windows that open, and ventilation intakes. Your cooperation in observing this policy is requested in order to respect the rights of both smokers and non-smokers. This policy applies equally to all employees, contractors, patrons, vendors, and visitors. Smoking products include, but are not limited to:

- Cigarettes
- Cigars
- Cigarillos
- Pipes
- Electronic Cigarettes (e-cigarettes)

8.6 Breaks – Meals, Rest, Lactation

LUNCH BREAKS Nonexempt employees who work a shift of more than five (5) consecutive hours must be allowed a meal break of at least 30 minutes, beginning no earlier than 2 hours after the start of the shift and no later than 5 hours thereafter. Supervisors will schedule meal periods to accommodate operating requirements. Nonexempt employees will generally be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

REST BREAKS Nonexempt employees shall be allowed a paid rest period, free from duties, of at least 10 minutes but no more than 15 minutes for every 4 hours worked. Employees cannot be required to work more than 3 hours without a rest break. Rest breaks taken are considered “hours worked” when calculating

paid sick leave and overtime. All rest periods shall be taken at the employee's job site, unless otherwise approved by the employee's Department Head. County vehicles and/or equipment shall not be operated during rest periods.

Without prior approval, nonexempt employees will not be allowed to utilize the break periods at the beginning and end of any scheduled shift, resulting in a compressed workday.

Meal and rest breaks are designed to allow nonexempt employees a defined break time. In departments where, defined break times are not required, personal time used to get coffee or handle non-business-related matters will qualify as time used for the rest period.

LACTATION BREAKS For up to two years after the child's birth, any employee who is breastfeeding their child will be provided reasonable break times to express breast milk for their newborn.. Each building is responsible for providing their own designated room for nursing employees. Employees wishing to use this room should contact their department head. Employees may bring their own insulated food container or personal cooler to store their milk. If a refrigerator is available, employees may store their milk for the duration of the workday but must take it home with them at the end of their shift.

8.7 Overtime and Comp Time

Chelan County follows the federal Fair Labor Standards Act ("FLSA") and Washington's Minimum Wage Act ("MWA") guidelines with regards to overtime for nonexempt employees. Employees will be compensated at time and a half their regular rate for hours worked in excess of 40 per week.

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work should receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all employees in nonexempt positions in accordance with federal and state wage and hour restrictions (employees in exempt positions are not eligible for overtime compensation). Currently, overtime is based on hours worked above forty (40) within a seven (7) day work week and paid at a rate of time and one-half (1.5) the normal hourly rate. The County's established workweek period begins at 12:01 AM Sunday and goes through 12:00 midnight on Saturday. Unless otherwise stipulated by department, or the collective bargaining agreement in accordance with FLSA requirements.

Employees in nonexempt positions have the option of taking compensatory (comp) time off in lieu of paid overtime. This option is solely at the employee's discretion. Comp time accumulates at 1.5 times the number of hours actually worked. Time off shall be scheduled by mutual agreement between the employee and their department head/elected official. Accumulated comp time must be used prior to using other types of paid leave, other than sick leave or Kelly time. The total of accumulated comp time shall not exceed eighty (80) hours per employee. Only forty (40) hours of comp time may be carried forward to a new calendar year. Employees will be paid out for any comp time hours in excess of 40 hours that are not paid out or taken off by December 31st. Each nonexempt employee shall report comp time hours earned and taken on their monthly time sheet. The Payroll Department shall be responsible for

maintaining the official record of comp time balances. In accordance with FLSA and L&I standards, compensatory time will be paid as follows:

Employees time from 1-7 minutes may be rounded down, and not counted as hours worked.

Employee time from 8-14 minutes must be rounded up and counted as hours worked

Exempt positions are not covered by the FLSA and MWA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. See your supervisor to determine whether your position is considered exempt or nonexempt.

8.8 Hours Worked

For the purpose of computing overtime for non-bargaining, nonexempt employees, holidays and annual leave will count as hours worked. Comp time and sick leave will not count as hours worked for the purpose of computing overtime.

8.9 Hours Worked – Travel Time

Chelan County will follow FLSA guidelines regarding hours worked during travel: Travel away from home is clearly time worked when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal work areas but also during corresponding hours on nonworking days. As an enforcement policy, the (Wage and Hour) Division will not consider as worktime that time spent for exempt, salaried employees traveling away from home outside of regular working hours as a passenger on an airplane, train, boat, bus or automobile.

Non-exempt employees required to travel out of town for work purposes, the time from when the employee leaves their home until they arrive at their hotel in the other city is all compensable. Likewise, the time from when the employee leaves the hotel (or training facility) in the remote city until at their home is also compensable. The exception to this is if the employee is required to report to work before they travel out of town, then the drive to work and home from the work at the end of the travel is considered normal commute time and is not compensable.

Non-exempt hourly employees who are engaged in work assignments not involving out-of-town travel, the existing rules and guidance remain unchanged.

8.10 Vehicle Use Policy

PURPOSE

The Chelan County Vehicle Use Policy addresses the use of both County vehicles and personal vehicles on County business. The purpose of this policy is to:

- 1) Provide uniform and consistent criteria for the use of personal or County vehicles on County business.
- 2) Ensure County vehicles are operated consistent with County standards and Risk Pool requirements.
- 3) Ensure that County vehicles are used only in the course of doing County business, and in accordance with their intended use.

GENERAL POLICIES

This policy applies to the use of County vehicles and the use of personal vehicles for County business. Violation of this policy will result in disciplinary action, including possible termination.

Safety and Defensive Driver Training

- 1) Drivers are expected to use County vehicles in a safe and prudent manner.
- 2) Vehicles may be used only when they are in safe operating condition, any problems should be reported to Motor Pool.
- 3) All drivers shall have received and be current in a County approved Defensive Driving training through a course completed either in person or online. New employees must complete Defensive Driver training within the first year of employment.
- 4) All employees who drive a county vehicle or a personal vehicle for county business shall complete Defensive Driver training once every three years.
- 5) Emergency vehicle operation training for fully commissioned Sheriff's personnel shall be completed as determined by the Sheriff.
- 6) Employees requiring a CDL shall complete other training as required.
- 7) All drivers and passengers in County vehicles or personal vehicles on County business must wear a seatbelt in accordance with RCW 46.61.688
- 8) Use of tobacco, drugs, or alcohol while operating a County vehicle is strictly prohibited. Use of drugs or alcohol while driving a personal vehicle on County business is strictly prohibited.
- 9) County vehicles will be fueled at County approved facilities whenever possible. Drivers of County vehicles will be provided with a County gas credit card to be used at specified gas stations. Other means of purchasing fuel will only be used if County gas cards, or the specified fueling stations, are not available.
- 10) County vehicles shall only be used in the scope and course of County business. Employees may not use County vehicles for personal matters (including transport of children to school or daycare facilities) except under one of the following conditions:
 - a. Travel when an employee is on County business, in a location where driving to a personal vehicle would result in an extra and unnecessary expenditure of County time or money.
 - b. Limited and incidental personal use, such as driving to eating establishments while traveling or at a conference or traveling to events and emergencies.

Authorized Drivers

Only County officials, employees and qualified volunteers are authorized to operate County vehicles, except in an emergency where no other alternative exists.

- 1) Authorized drivers must possess a current, valid driver's license, and CDL if required.
- 2) Employees/volunteers operating a County vehicle or their personal vehicle for County business will do so in a safe, legal and courteous manner.
- 3) Employees/volunteers will be personally responsible for any fines related to the violation of RCW's related to traffic laws.

Insurance (Personal Vehicles)

Chelan County employees will be required to provide a copy of current insurance coverage prior to driving a personal vehicle on County business. Mileage reimbursement for business use of a personal vehicle contains compensation for fuel, insurance, vehicle depreciation, and vehicle maintenance. The employee's automobile insurance is the primary carrier. Employees and volunteers who use their personal vehicle on County business are required to notify their insurance carrier of the business use. Employees or volunteers using a personal vehicle on County business are required to carry a minimum of \$100,000 liability coverage through their personal automobile insurance carrier.

Rental Vehicles

Rental of Vehicles by Chelan County: Use of rental vehicles is generally not permitted for travel for County business. If use of a rental vehicle is necessary for work purposes while traveling, the employee must have written authorization from the department head/elected official prior to renting the vehicle and the rental vehicle must only be used for work related purposes.

Rental of Vehicles by Individual Employee: If an employee wishes to rent a rental vehicle for personal use while traveling for work the employee may do so and is eligible to submit for mileage reimbursement for miles driven for work purposes.

Accident Reporting

- 1) If an employee is involved in an accident/collision they should contact their immediate supervisor, department head or elected official as appropriate.
- 2) Law enforcement should be immediately contacted if the collision involves injuries, members of the public or damage to private property.
- 3) Offer assistance; give first aid to the injured if needed.
- 4) Keep calm; do not argue about "fault." Make no admissions or take any blame for the accident.
- 5) Be courteous and exchange necessary information. Pursuant to RCW 46.29.080(9), the County and its permissive driver are exempt from showing proof of compliance with the mandatory insurance law.
- 6) The employee should follow the Vehicle Accident Check List in each vehicle. The Check List asks for names and license numbers of those involved, names of any witnesses, names of any injured, the details of the accident (where, when, etc.,) a sketch or pictures of the accident and other information.
- 7) Do not talk to anyone about the accident except the proper authorities.

Employees in departments with more extensive vehicle use and accident reporting policies should be aware of their specific policies and follow them accordingly.

8.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt County operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations may be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work may be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

8.12 Business Travel Expenses and Policies

Chelan County may reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The elected official or department head must approve all business travel in advance. See the current Financial Policies document for additional information on Travel/Business Expenditures.

8.13 Computer/ Internet/ Email Usage

COMPUTER HARDWARE & SOFTWARE

Computer hardware and software furnished to employees are the property of Chelan County and intended for County business use only. All Chelan County computing equipment shall remain onsite and not be removed from County property unless written authorization is obtained from a department head and the Information Technology Department. This includes laptops and other mobile computing equipment unless officially assigned to an employee by their department head and the Information Technology Department.

Chelan County purchases and licenses the use of various computer software programs for business purposes and does not own the copyright to this software. Software should only be used according to the developer's license agreement.

Illegal duplication of software is prohibited, and to ensure compliance with this policy, computer usage may be monitored. Violations of this policy should be reported immediately to the appropriate supervisor or the Information Technology Department.

Employees are responsible for the security of their User Id's and Passwords, and to the information to which they've been granted permission to access.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

INTERNET ACCESS

Chelan County encourages the efficient, responsible, and timely use of the Internet in performing the job required functions of the County. Access to and use of the Internet is a privilege provided by the County and is not a requirement of employment and may not be available on all computing equipment.

Occasional or incidental personal use is permitted as long as that use adheres to the acceptable computer use guidelines of your department, does not create any financial burden to the County, and does not conflict with the performance of regular duties. Contact your department head or elected official for clarification of your department guidelines.

It is the responsibility of the department head to monitor and audit Internet use within their department. Information Technology routinely monitors all internet traffic for inappropriate material on a regular basis. **Employee's use of and access to the Internet may be monitored and audited without prior notice to the employee.**

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

EMAIL

Chelan County provides access to email to promote the efficient, responsible, and timely exchange of information to residents, members of the public, businesses, and other governmental agencies. Email is not to be used for advertising, solicitation, or broadcasting non-business images and messages to co-workers, family and friends.

Occasional or incidental use of email to communicate with family and friends is permitted as long as that use adheres to the acceptable computer use guidelines of your department, does not create any financial burden to the County, and does not conflict with the performance of regular duties. Contact your department head or elected official for clarification of your department guidelines.

All email data that is composed, transmitted, or received on our computing systems is considered part of the official records of Chelan County and, as such, is subject to public disclosure. All email content should be composed with the known expectation that it is public information. Employees shall have no expectation of privacy in email content, whether it is business related or personal use. *

Employees should always ensure that their full names are properly identified in all transactions and that the content of their information published in email messages is accurate, appropriate, ethical and lawful.

**Communication between Superior Court Judges, law clerks and their staff is not subject to public disclosure under the Washington State Public Records Act.*

USE AND RESTRICTIONS – COMPUTER/INTERNET/EMAIL

Nothing in the foregoing policies is intended to limit the ability of a department head to adopt policies for their department that are more detailed or restrictive than those prohibitions and guidelines provided herein. Contact your department head, elected official, or human resources for clarification.

The following are examples of unacceptable computing use activities:

- Publishing, or otherwise disclosing confidential material.
- Sending spam, junk mail, or unauthorized messages in email.
- Using computing resources for commercial activity, personal profit, or political purposes.
- Accessing or manipulating County information for personal, political, or religious purposes.
- Downloading, viewing, storing, or printing non-business data such as music, videos etc.
- Downloading, viewing, printing or emailing pornographic material.
- Violating copyright laws by copying and distributing data using County owned computing equipment.

USE OF PERSONAL ELECTRONIC DEVICES

Employees authorized by their Department Head/Elected Official may have access to their county email on their personal electronic devices. Nonexempt employees are prohibited from incurring overtime by checking email and performing work on their personal electronic devices without prior authorization. Use of personal devices to perform County business may open personal devices up to records requests under the Public Records Act (PRA). Email sent and received through the County email system is archived through the County server system.

8.14 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Chelan County, only authorized visitors are allowed in non-public areas. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees are responsible for the conduct and safety of their visitors. If an unauthorized or suspicious individual is observed on Chelan County's premises, employees should immediately notify their supervisor or, if necessary, notify campus security.

8.15 Workplace Monitoring

Workplace monitoring may be conducted by Chelan County to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of Chelan County. As such, computer usage and files may be monitored or accessed without notice to the employee.

Chelan County may conduct video surveillance of non-private workplace areas, both inside and outside of county buildings and throughout the county campus at large. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because Chelan County is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

8.16 Animals/Pets in the Workplace

Chelan County has the responsibility to operate and maintain the facilities and buildings which it owns and leases. This responsibility defines the need to keep the facilities and related buildings in good condition for the purpose of conducting County business. The employees, tenants, users and visitors to the County facilities have expectations of a safe, clean, accessible and non-threatening environment. Animals/pets are personal choices of the owners, but in many instances present health or safety concerns, are offensive and/or physically threatening to others and can create unacceptable conditions in the facilities.

Therefore, animals of any type are restricted from County owned or leased buildings. Animals/pets shall not be brought into County owned or leased buildings.

Exception:

- Medical disability needs, i.e.: service animal (as defined in RCW 49.60.040(25)).
- Any designated Animal Care and control facility.
- Official law enforcement business, i.e. K-9 or Mounted Unit.
- Airport facilities.
- Any designated County owned, leased or operated Fairground facility. Subject to fair management rules and policies.
- Any designated County owned, leased or operated Parks or Community Forests with rules enforced on pets.

9 Industrial Insurance, Work Related Injuries and Light Duty

9.1 Workers Compensation Insurance

Chelan County provides a comprehensive workers' compensation insurance program to employees. This insurance entitles an employee and or employee's survivor(s) to compensation for death or disability arising during the performance of your duty. The County pays for the larger share of the insurance premium for this insurance, and the employee pays the other portion. The amount of the benefit is subject to guidelines set by the State.

This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Supervisors should notify the Human Resources Department to pick up a SELF-INSURED Accident Report form, or to find out the claim number. Don't forget to inform the medical personnel that the County is SELF-INSURED.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Chelan County nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Chelan County.

Any person claiming benefits under the Workers' Compensation Act who knowingly gives false information will be guilty of a Class C felony when the claim involves an amount of \$500 or more. When the claim involves less than \$500, a person knowingly giving false information shall be guilty of a gross misdemeanor.

COORDINATION OF BENEFITS:

When an employee is drawing Workers' Compensation time-loss benefits, the employee may not receive sick leave pay. If the employee receives both, then the employee must submit the time-loss benefits to the County and receive credit for the sick leave used based on the sick leave buy back worksheet. **The combination of any time loss payments and County provided leave pay cannot exceed the employee's normal weekly earnings.**

If an employee exhausts all sick leave while receiving time-loss benefits, their time-loss check will then be their only payment until they return to work.]

If an employee receives workers' compensation time-loss benefits for more than thirty (30) continuous calendar days, sick leave and vacation benefits shall no longer accrue during the period when time-loss benefits are being paid.

9.2 Labor and Industry Accident Reporting Process

Chelan County is SELF INSURED, meaning that the reporting process is DIFFERENT than the regular Labor and Industry Accident Report. When an accident or injury occurs it is the responsibility of the supervisor to seek medical attention for the injured employee. It is also the responsibility of the supervisor to assist in filling out paperwork and L & I claims associated with the injury or accident.

When a NON- EMERGENCY accident or injury occurs the supervisor should pick up the SELF INSURER ACCIDENT REPORT (SIF-2) from the Human Resources Department for the injured worker to take to the doctor when seeking medical treatment.

In an EMERGENCY accident or injury, the supervisor should remember to tell medical personnel upon arrival at the medical facility that Chelan County is SELF INSURED, and the supervisor should call the Human Resources Department to get the appropriate claim number.

Return the Accident Report Form to the Insurance Coordinator in the Human Resources Department within 7 days of the injury. The county can be fined if these reports are not filed with the state in this timeframe.

When the self-insurer forms are not filled out, or not turned in on time, it will result in a delay of paperwork processing, which will interfere with the timely payment of your claim.

9.3 Record of Minor Injury

Instead of filling out a Labor and Industries Self-Insurer Accident Report (SIF-2) for incidents that do not qualify for, or necessitate medical attention, employees should fill out a record of minor injury report form. These forms are kept on file in the Human Resources Department and are utilized for reporting purposes with L&I at the end of the year. Record of Minor Injury forms can be downloaded off the intranet or a hard copy may be obtained from the Human Resources Department.

9.4 Temporary Occupational Light Duty

This policy addresses Temporary Occupational Light Duty for County work-related injuries, which might affect any employee of Chelan County.

An Employee is eligible for occupational light duty under the following conditions:

- 1) The employee is temporarily unable, with or without accommodation, to perform the essential functions of their job due to an occupational injury or illness;
- 2) The employee is expected to recover from the illness or injury to the extent that the employee will be able to return to their normal duties; and
- 3) The County, in its sole discretion, determines that suitable alternative work is available and that the employee is qualified and able to perform this work.

In all cases, assignment to occupational light duty is a temporary assignment. The County may terminate an occupational light duty assignment at any time, at its discretion. If an employee's period of incapacity lasts longer than was originally anticipated, the County, in its sole discretion, may extend, modify or find an alternative light duty assignment.

This policy is not designed to be a "make work" program, but rather a means for assigning individuals to areas which have work the restricted employee is capable of performing.

Before being considered for an occupational light duty placement, an employee must submit certification from their attending physician stating that the employee can safely return to work and specifying any restrictions that apply. The statement from the employee's attending physician is not intended to be a verification of an illness or injury, but rather a certification that the employee may safely return to work, and under what conditions the employee may return to work.

If it is determined that an employee is eligible for temporary occupational light duty placement under this policy, the employee's supervisor will determine whether suitable light duty work is available within their department. Assistance regarding occupational light duty placement is available from the Insurance and Safety Coordinator, in the Commissioners' Office. In deciding whether suitable light duty is available, the following factors, among others, should be considered:

1. Physical and mental limitations of the employee.
2. Physical and mental demands of the job
3. Required job skills.
4. Employee qualifications.
5. Amount of training/orientation required.
6. Anticipated length of assignment.

Assignments may be made in a department other than the employee's regular work assignment. If assigned to light duty in another department, the employee is still responsible to check in with home department daily.

In general, the County will review the status of the temporary light duty assignment with the affected employee every 30-60 days, in light of the County's business needs and the employee's condition, to determine if continuation of the assignment is appropriate.

Employees on light duty will be given a regular schedule that may deviate from their normal work schedule. While on light duty assignment, employees are responsible for adhering to regular departmental policies and procedures for requesting leave. If assigned to light duty in a different department the employee is still responsible for following their regular departmental policy or procedure for leave requests or schedule deviations, as well as communicating with the supervisor of the temporary light duty assignment.

Employees will be given a written light duty offer outlining the job, department, hours, duties and restrictions that have been placed by the treating physician. The employee will sign to either accept or decline the light duty offer. ***If employee decides to decline the light duty offer, the employee will be REQUIRED to use vacation time and will not be eligible for time loss benefits.*** Sick leave benefits will apply as normal following normal departmental protocol. **This policy applies to all County employees.**

9.5 Volunteer Time Reporting-For L&I Tracking

For the purposes of L&I tracking, it is the policy of Chelan County that all volunteer hours will be tracked in each department and turned in to Human Resources in order to submit reports on a quarterly basis. Volunteer agreement forms are available on the Intranet that state that Chelan County is self-insured and volunteers are covered through self-insured industrial insurance when volunteering. It also contains an area to list the volunteer's contact and emergency contact information and should be kept in the volunteer's file. A copy should also be kept by the applicable supervisor if the volunteer is working in the field away from the office. Departments may utilize whichever form they prefer so long as it contains the required information.

10 Leaves of Absence

10.1 Sick Leave

Chelan County provides paid sick leave to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Eligible full-time employees will accrue sick leave at the rate of 12 days per year (8 hours for each full month of completed service). Sick leave is calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave. Part-time employees working 30 hours per week or more will earn sick leave at $\frac{3}{4}$ the rate of full-time employees (6 hours for each full month of completed service). Part-time employees working 20 hours or more per week will earn sick leave at one-half the rate of full-time employees (4 hours for each full month of completed service). Eligible employees can earn sick leave in their first employment month if employed on or before the fifteenth (15th) of the month.

Paid sick leave for nonexempt employees can be used in minimum increments of thirty (30) minutes. Exempt employees must use sick leave in four (4) hour increments, except in cases of leave eligible under the Family Medical Leave Act (FMLA) -- see separate policy under Family Leave. Eligible employees may use sick leave for an absence due to their own illness or injury or that of a family member who resides in the employee's household, or other family member with approval of the department head or elected official.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor

before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be requested verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave. Before returning to work from a sick leave absence of 3 calendar days or more, an employee may be asked to provide a physician's verification that they may safely return to work.

Sick leave will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or Chelan County-provided disability insurance programs unless prohibited by law. The combination of any such disability payments and sick leave cannot exceed the employee's normal weekly earnings. See Section 8 on Workers Compensation Insurance for additional information on sick leave and time loss payment coordination of benefits.

Unused sick leave will be allowed to accumulate until the employee has accrued a total of 960 hours. Exempt employees and appointed officials may continue to accumulate sick leave after reaching 960 hours but will only be able to carry over 960 hours to the next year. Any sick leave hours in excess of 960 at the end of the year will be paid out to the employee's or appointed official's Voluntary Employee Benefits Account (VEBA).

Upon providing 4 months written notice of retirement, eligible exempt employees shall upon their retirement be paid a quarter of all accumulated sick leave to a maximum of two hundred forty (240) hours into the employee's Voluntary Employee Benefit Account (VEBA).

Department heads are responsible for keeping detailed permanent records of all sick leave for each permanent full-time and part-time employee. These records will include information on employee's accrual and use of sick leave, and the balance thereof. The department heads shall report all earned and taken sick leave to the Auditor's Office. The Auditor's Office record will be used for settlements should there be a conflict between the records of the department head and the Auditor's Office. Upon separation of service, except as described above for retirement, all accumulated sick leave will be forfeited

Separation of employment:

There is no 'cash-out' of any unused sick leave within any calendar year upon termination/leave of employment from the County. If an employee is rehired within twelve months of separation, previously accrued unused paid sick leave will be reinstated, and the previous period of employment shall be counted for purposes of determining the employee's eligibility to use paid sick leave. It also may be transferred when an employee transfers between County Departments. Non-exempt employees, please see the applicable collective bargaining agreement for variations in accumulation, use or payment of Sick Leave.

10.2 Washington State Protected Sick Leave (effective January 1, 2018)

This policy does not apply to non-bargaining, FLSA exempt employees

Beginning on the 2/5/2018 paystub, all eligible employees will see two sick leave banks. The Sick bank that they are used to seeing and a new sick leave bank called Washington Sick Leave.

A. DEFINITIONS

- **Regular County Sick Leave:** This includes sick leave accrued under County policy and collective bargaining agreements prior to January 1, 2018, and the hours accrued outside of those mandated through Washington's paid sick leave law (RCW 49.46.200, 49.46.201) and its corresponding regulations (Chapter 296-128 WAC).
- **WA State Protected Sick Leave:** This is the sick leave mandated under Washington paid sick leave law (RCW 49.46.200, 49.46.201) and its corresponding regulations (Chapter 296-128 WAC), effective January 1, 2018.

B. RATE OF ACCRUAL

Regular full-time and Part-time Employees: This includes all permanent full-time employees who are not in a temporary status and who are regularly scheduled to work Chelan County's full-time schedule on a year-round basis; and permanent part-time employees who are not assigned to a temporary status and who are employed for less than the standard specified work week, but who work more than 70 hours per month, on a continuing basis, who are covered under this policy and have been eligible to accrue regular county sick leave in the past. This may include seasonal regular or seasonal full time benefit eligible employees.

Temporary, Seasonal and Extra Help Employees: Employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project, for a specific time period, or who work less than 70 hours per month on a continuing basis. These positions have not been otherwise eligible for paid sick leave prior to 1/1/2018.

Eligibility and Accrual Rate for Extra Help, Temporary and Seasonal Employees: Extra help, temporary and seasonal employees will accrue one hour of paid sick leave for every 40 hours worked beginning January 1, 2018. Employees may use accrued paid sick leave after being employed for 90 calendar days – all time worked in the prior 12 months may count toward this 90-day employment requirement.

Eligibility and Accrual Rate for all Other Regular Full-time and Part-time Employees:

Regular part time and regular full-time employees will not accrue additional leave under this provision, however the leave currently accrued will be accounted for differently. Regular full-time and regular part-time employees will accrue one (1) hour of state protected paid sick leave for every 40 hours worked. These hours will be tracked separately on employee's paystubs. The difference between the hours accrued under the state protected sick leave requirement and the regular accrual rate will continue to accrue in the employee's regular County sick leave bank.

For the purposes of state protected sick leave accrual, only hours actually worked count toward the "1 hour of leave for every 40 worked" accrual. For overtime hours worked, the actual number of hours worked will count toward this accrual of state protected sick leave. Holiday time taken, annual leave, regular county sick leave, state protected sick leave, comp time, Kelly time or any other leave taken during the pay period will not count as hours worked for accrual calculations under the state protected sick leave requirements.

C. NOTIFICATION TO EMPLOYEES

Each employee shall be notified initially (prior to March 1, 2018) of their rights under the state protected paid sick leave law and will be notified monthly on their pay stubs of the amount of state protected leave they have accrued in the last pay period, how much they have used and what their balance is.

D. ACCRUAL YEAR

The accrual year for Chelan County is January 1 – December 31.

E. QUALIFYING PURPOSE

Eligible employees may use paid sick leave for the following purposes:

- **An employee's Own Care or the Care of a Family Member.** State protected paid sick leave may be used for their own or a family member's physical or mental illness, injury, or health condition; for medical diagnosis, care or treatment of a physical or mental illness, injury or health condition; or to access preventative care.
 - Family member is defined as: A child, including biological, adopted, or foster child, stepchild or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status. A biological, adopted, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child. A spouse registered domestic partner, grandparent, grandchild, or sibling.
- **Domestic Violence Leave.** Leave may be used for absences that qualify for leave under WA's Domestic Violence Leave Act. See Section 9.7 of the Handbook for the complete Domestic Violence Leave Policy.
- **Public Health Closures.** Leave may be used when an employee's child's school or place of care is closed by order of a public official for any health-related reason.

F. USE OF LEAVE

State protected sick leave shall be used in 15-minute increments consistent with regular county payroll increments.

State protected sick leave hours shall be the first hours used when an employee uses sick leave for qualifying purposes. Once state sick leave hours have been used regular county sick leave hours will be used. The employee does not have the option to designate which hours are used first, except as required under state law.

G. RATE OF PAY

State protected paid sick leave is paid at the employee's current hourly rate when used (the same rate regular county sick leave would be paid). State sick leave hours do not count as hours worked for purposes of calculating overtime for temporary, extra help or seasonal employees.

H. BANKING AND ROLLOVER

There is no limit on the number of state sick leave hours that can be accrued during a calendar year, based on the number of hours worked. However, a maximum of 40 hours of state protected sick leave may be rolled over into the next calendar year. For regular full-time and part-time employees any hours in excess of 40 in the employee's state sick leave bank shall be transferred into the employee's regular sick leave

bank on 12/31. If the employee has less than 40 hours of state protected leave in their state sick leave bank the entire sick leave bank will roll over into the following calendar year.

For seasonal, temporary or extra help employees a maximum of 40 hours of state protected sick leave may be rolled over into the next calendar year. Hours in excess of 40 hours of state protected sick leave will be forfeited and state protected sick leave banks will be reduced to 40 hours on 12/31. If the employee has less than 40 hours of state protected sick leave in their leave bank, the entire sick leave bank will be rolled over into the following calendar year.

The rollover cap of 960 hours of sick leave allowed in the Employee Handbook and applicable collective bargaining agreements will be based on the combined total of sick leave hours in both sick leave banks on 12/31.

I. NOTIFICATION REQUIREMENT FOR USE OF STATE SICK LEAVE

Employees should notify their supervisor of their intent to take leave for an authorized purpose. If leave is being taken for a foreseeable purpose (i.e. doctors' appointments) employee should provide at least 10 days' notice, or as early as is practicable in advance of the use of paid state sick leave. For leave being taken for unforeseeable circumstances (emergencies) notice should be given as soon as possible before the required start time of the employee's shift unless it is not practicable to do so. Notification may also be made by another person on behalf of the employee. If possible, notification should include the expected duration of the absence.

For use of leave under the domestic violence provision of the family care act notice should be made as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault or stalking. If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault or stalking, the employee or their designee must give oral or written notice to the supervisor no later than the end of the first day that the employee takes such leave.

J. VERIFICATION REQUIREMENT

If an employee has used paid State sick leave for more than three (3) consecutive work shifts, the employer may require verification that establishes or confirms that the use of paid state sick leave is for an authorized purpose. For care of the employee or the employee's family member, acceptable verification may include: 1) A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose; 2) A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose; or 3) Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose.

When an employee or the employee's family member has been a victim of domestic violence, sexual assault, or stalking, the employee's choice of any one or more of the following documents satisfies this verification requirement:

- 1) A written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues;

- 2) A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;
- 3) Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- 4) A court order of protection;
- 5) Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim: (i) an advocate for victims of domestic violence, sexual assault, or stalking; (ii) an attorney; (iii) a member of the clergy; or (iv) a medical professional.

Verification must be provided in a timely manner. In the event that advance notice of the leave cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, verification must be provided to the employer within a reasonable time period during or after the leave.

In the event the County or the employee's child's school or place of care, is closed by order of a public official for any health-related reason, acceptable verification may include written notice of closure by order of a public official that the employee received regarding the employee's child's school or place of care. Verification must be provided to Chelan County within 10 calendar days of the first day an employee used paid sick leave for such purpose.

For any verification required, please note that the employee is not required to provide any details concerning the specific nature of the health condition in order to use paid leave, unless otherwise required by law. Any information the employee provides will be kept confidential.

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must contact their supervisor or Human Resources orally or in writing. The employee must indicate that the absence is for an authorized purpose and explain why verification would result in an unreasonable burden or expense on the employee. Within 10 days of receiving the employee's request, the Department Head/Elected Official or designee will work with the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

The County may choose not to pay an employee for WA paid sick leave taken for such absences until verification is provided. An employee has the right to contact Human Resources if the employee believes the proposed alternative still results in an unreasonable burden or expense.

Verification of the employee's fitness for duty or ability to return to work safely may be required in accordance with County and/or departmental policy, regardless of verification of authorized use of state protected sick leave, if leave is taken for the employee's illness, injury or health condition.

K. SEPARATION FROM EMPLOYMENT

Separation of Employment and Leave Reinstatement for Temporary, Seasonal and Extra Help Employees:

The WA state protected paid sick leave banks of all seasonal, temporary and extra help employees shall remain in place and available for reinstatement for 12 months following the date of separation, however these leave banks are subject to the rollover cap of 40 hours as of December 31st each year. Should an employee have more than 40 hours at time of separation, then return the following year, only a maximum of 40 hours of state protected leave will be reinstated to the employee's leave bank. If an employee leaves employment having less than 40 hours of state sick leave in their bank and returns within 12 months, the employee will have the actual number of hours in their state sick leave bank reinstated.

Separation of Employment and Leave Reinstatement for Regular Full-time and Part-time Employees: Other than allowed for in accordance with retirement cash out provisions, there are no other cash out provisions for sick leave upon separation of service for regular full time or part time employees. WA state protected sick leave banks of all eligible regular full-time and part-time employees shall remain in place and available for reinstatement for 12 months following the date of separation, however these leave banks are subject to the rollover cap of 40 hours as of December 31st each year. Should an employee have more than 40 hours at time of separation, then return the following year, only a maximum of 40 hours of state protected leave will be reinstated to the employee's leave bank. If an employee leaves employment having less than 40 hours of state sick leave in their bank and returns within 12 months, the employee will have the actual number of hours in their state sick leave bank reinstated.

Retirement: In accordance with County policy or the applicable CBA, eligible employees providing the required notice of intent to retire may be able to cash out sick leave upon retirement. Cash out calculations will be based on the total number of regular county sick leave and state protected sick leave hours, to the max allowable under the policy or applicable CBA. Leave banks will be reduced and cashed out at the same rate.

L. RETALIATION PROHIBITED

Any discrimination or retaliation against an employee for the lawful use of WA state protected sick leave is prohibited. If an employee feels they are being discriminated or retaliated against for the lawful use of WA state protected sick leave they should contact Human Resources.

M. SICK LEAVE CASH OUT TO VEBA PROVISIONS

For employees with cash out provisions for sick leave, for example: *hours in excess of 960 being cashed out/paid into VEBA*, will be made based on the total combined number of sick leave hours in the employee's county sick leave and WA sick leave banks.

10.3 Family and Medical Leave (FMLA)

A. GENERAL PROVISIONS

It is the policy of the County to grant up to 12 or 26 weeks of family and/or medical leave during a 12-month period to eligible employees, in accordance with the Family & Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. Family Medical Leave may run concurrently with Washington's Paid Family and Medical Leave (PFML) or Pregnancy Disability Leave; and with any work-related disability leave, such as workers compensation, when the injury is one that meets the criteria for a serious health condition.

The County shall use a "look forward" method for calculating an eligible employee's 12- or 26-week

entitlement of FMLA leave during a 12-month period. The County will measure the twelve-month period forward from the date any employee's first FMLA leave begins. Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

B. ELIGIBILITY

To qualify for FMLA under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the Chelan County for 12 months or 52 weeks which need not to be consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years (exceptions may apply for breaks in service due to National Guard or Reserve military service).
2. The employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in an office or worksite where 50 or more employees are employed by the County within 75 miles of that office or worksite. The distance is to be calculated using available transportation by the most direct route.

C. TYPE OF LEAVE COVERED BY FMLA

1. The birth of an employee's child and in order to care for that child (leave to be completed within one year of the child's birth);
2. The placement of a child for adoption or foster care, and to care for the newly placed child (leave to be completed within one year of the child's placement);
3. To care for a spouse, child, or parent (but not in-law) with a serious health condition (as defined below);
4. To care for the employee's own serious health condition (as defined below); and
5. A qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

A serious health condition is an illness, injury, impairment, or a physical or mental condition that involves:

- An overnight stay in a hospital, hospice, or residential medical care facility or any subsequent treatment in connection with that inpatient care.
- Any period of incapacity, including an inability to perform regular daily activities, for more than three consecutive full calendar days and any later treatment or incapacity required or caused by the same condition that also involves either:
 - two treatments, with a treatment defined as an in-person visit to a health care provider (the first treatment must occur within seven days of the first day of incapacity); or
 - one treatment by a health care provider who prescribes continuing treatment.
- Periodic incapacity because of a pregnancy, including morning sickness or prenatal care.
- Chronic conditions such as migraines, depression, or diabetes that:
 - require at least two visits per year to a health care provider for treatment;

- continue over an extended period; and
- cause episodic incapacity.
- Permanent or long-term incapacity as a result of a condition for which treatment may not be effective, such as Alzheimer's disease.
- Conditions that require absence to receive multiple treatments for:
 - restorative surgery after an accident or injury; or
 - a condition that, without medical intervention or treatment, would most likely cause a period of incapacity of more than three consecutive calendar days, such as cancer.

Employees with questions about what illnesses or events are covered under this FMLA policy or under the County's sick leave policy are encouraged to consult with Human Resources. The County will require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined in Section H. If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the County may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

D. EMPLOYEE STATUS & BENEFITS DURING LEAVE

While an employee is on approved FMLA leave, the County will continue the employee's health benefits, consisting of medical, dental and life, and VEBA contributions (if applicable) during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work once their approved FMLA concludes, and their failure to return to work is for reasons other than a continued serious health condition of the employee or the employee's family member, or a circumstance beyond the employee's control, the County may require the employee to reimburse the County the amount it paid for the employee's health insurance premium during the FMLA leave period.

If an employee on approved FMLA leave has dependent health coverage, the employee may continue this coverage through the County, but the employee is responsible for the cost, either through payroll deductions, while the employee is on paid leave, or by paying the County in person or by mail, while the employee is on unpaid leave. The payment must be received in the Accounting Department by the 5th day of each month. If the payment is more than 30 days late, the employee's dependent health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a County-sponsored life insurance or disability plan, the employee may continue this coverage through the County, but the employee is responsible for the cost, either through payroll deductions, while the employee is on paid leave, or by paying the County in person or by mail, while the employee is on unpaid leave. The County reserves the right to elect to maintain such benefits during an employee's leave and pay the employee's share of the premium payments. If the employee does not elect to continue these benefits by paying the premiums, the County may discontinue coverage during the leave. If the County maintains coverage for the employee, the County may elect to recover the costs incurred for paying the employee's share of any premiums if the employee elects not to return to work.

While on FMLA running concurrent with the employee's paid leave, the employee will continue to accrue

vacation and sick leave at their regular rate, however when an employee is on unpaid FMLA leave an employee's eligibility to continue to accrue annual leave and sick leave will be based on the number hours of paid leave used during the month and will be prorated when leave without pay is used. Employees on unpaid leave for the entire month will not accrue sick or annual leave. Employees working or in paid status less than 50% of the month will not be eligible to accrue leave for the month, employees working or in paid status from 50% - 75% of the month will accrue leave at 50% of their regular accrual for the month. Employees in paid status more than 75% of the month will accrue leave as normal for the month.

E. EMPLOYEE STATUS AFTER LEAVE

An employee who takes FMLA leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits, and working conditions.

Key employees, defined as salaried and FMLA-eligible employees who are among the highest paid 10% of all employees at a worksite or within 75 miles of that worksite, may not be returned to their former or an equivalent position following FMLA leave if restoration of employment will cause substantial and grievous economic injury to the operations of Chelan County. This fact-specific determination will be made by the County on a case-by-case basis. The County will notify employees if they qualify as a key employee if the County intends to deny reinstatement and of the employee's rights in these instances.

F. USE OF PAID AND UNPAID LEAVE

FMLA leave is unpaid. Employees are required to substitute any accrued and unused paid leave (including Washington State Paid Family and Medical Leave "PFML").

The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in an employee's receipt of more than 100% of their salary. FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

G. INTERMITTENT LEAVE OR REDUCED WORK SCHEDULE

An eligible employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the designated 12-month period), or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work weeks (or 26 weeks, as may be applicable) over a 12-month period.

For employees working a standard 40-hour work week a "week" will consist of 40 hours. For other schedules, a "week" will consist of their average regularly scheduled hours. For example: For an employee working a regular schedule of 32 hours per week, a week under FMLA will consist of 32 hours. Holidays falling during a week an employee is taking FMLA shall not extend their FMLA entitlement.

A reduced schedule or intermittent leave is permitted in the following circumstances:

- Medical necessity related to a chronic serious health condition of the employee or the employee's covered family member that is best accommodated through intermittent or reduced schedule leave.
- Medical necessity related to a planned or expected medical treatment of a serious health condition

of the employee or the employee's covered family member that is best accommodated through intermittent or reduced schedule leave.

- Medical necessity related to a covered service member's serious injury or illness that is best accommodated through intermittent or reduced schedule leave (including leave for treatment or recovery from the condition at issue).
- A qualifying exigency relating to covered military service.
- Birth, adoption, or foster care of a child, but only with the County's consent. If the mother or child has a serious health condition, the County's consent is not required.

Intermittent or reduced schedule leave is not available for voluntary treatments or procedures. It is only permitted if the employee can perform the essential functions of the job during working time. Employees seeking intermittent or reduced schedule leave for a planned medical treatment must make a reasonable effort to schedule treatment in a way that does not disrupt the County's business operations.

If intermittent or reduced schedule leave is required and is foreseeable based on planned medical treatment, the employer may transfer the employee to a position of equivalent pay and benefits where the required schedule can be better accommodated.

H. MEDICAL CERTIFICATION OF A SERIOUS HEALTH CONDITION

Chelan County requires medical certification from a health care provider for FMLA leave because of an employee's, or a covered family member's, serious health condition. Employees may obtain a medical certification form from the Human Resources Department. The employee must provide medical certification within 15 days after the employee requests leave or provide a reasonable explanation for the delay. Failure to provide medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

Chelan County, at its expense, may require an examination by a second health care provider designated by the County. If the second health care provider's opinion conflicts with the original medical certification, the County, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The County may require subsequent medical recertification.

I. RECERTIFICATION

Chelan County may request recertification for a serious health condition of the employee or employee's covered family member no more frequently than every 30 days. Recertification may be requested in less than 30 days in any of the following circumstances:

- The employee requests an extension of their leave;
- Circumstances stated in a previous certification have changed significantly (for example, duration or frequency of absence or the nature or severity of illness); or
- The employer receives information casting doubt on continuing validity of the employee's certification.

J. PROCEDURE FOR REQUESTING LEAVE

If an employee's need for FMLA leave is foreseeable, the employee must give their immediate supervisor/Department Head or Elected Official (who will advise Human Resources) at least 30 days' prior written notice. If this is not possible, the employee must at least give notice as soon as practicable

(within one to two business days of learning of need for leave). Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if an employee is planning a medical treatment or a series of treatments, the employee must consult with the County first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee and the County.

Where the need for leave is not foreseeable, employees are expected to notify their immediate supervisor/Department Head or Elected Official (who will advise Human Resources) within one to two business days of learning of their need for leave, except in extraordinary circumstances.

The County will provide individual notice of rights and obligations to each employee requesting leave within two business days or as soon as practicable. For employees on intermittent or recurring leave for the same incident, this notice will be provided approximately every six months.

While on leave, employees are requested to report periodically to the County regarding the status of the medical condition, and their intent to return to work.

K. MILITARY FAMILY LEAVE

Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or have been notified of an impending call to active-duty status. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration debriefings.

In addition, employees may be entitled to up to 26 weeks of FMLA leave to care for a covered family member of the military who suffered a serious illness or injury.

10.4 Washington Paid Family & Medical Leave (PFML)

A. GENERAL PROVISIONS

Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Washington employee with partially paid time off to give or receive care.

This policy provides a summary of the PFML program. Employees may obtain additional information at www.paidleave.wa.gov. To the extent an issue is not addressed in this policy, the County will administer this benefit program consistent applicable statutes and regulations.

The PFML program is funded through premiums collected by the Washington Employment Security Department (ESD) via payroll deductions and employer contributions. The premium rate is established by law; should the State modify the premium rate or percentage of the premiums in the future, the County will modify payroll practices to reflect those statutory changes.

B. ELIGIBILITY

Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

- 1) **Monetary Benefits:** In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington (for any employer or combination of employers) during the year preceding the claim. All paid work over the course of the year counts toward the 820 hours, including part-time and temporary work, and work performed for other employers.
- 2) **Job Protection:** In order to be eligible for job protection under PFML, an employee must meet FMLA eligibility requirements (must have worked for the County for at least 12 months and have worked 1250 hours in the last year).

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (e.g., outside employment or contracting).

C. LEAVE ENTITLEMENT & AMOUNT OF LEAVE

Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks if employees face multiple events in a year, and up to 18 weeks if they experience a serious health condition during pregnancy that results in their incapacity. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child.

PMFL leave may be taken for the following reasons:

1. To participate in providing care, including physical or psychological care, for the employee's family member (child, grandchild, grandparent, parent, sibling, spouse, child's spouse, state registered domestic partner of an employee, or any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care) with a serious health condition;
2. To bond with the employee's child after the child's birth or after the placement of a child under the age of eighteen (18) with the employee;
3. Because of any qualifying military exigency as permitted under the federal Family and Medical Leave Act ("FMLA") for the employee's family member (child, grandchild, grandparent, parent, sibling, spouse, child's spouse, or state registered domestic partner of an employee);
4. Because of an employee's own serious health condition; or
5. During the seven (7) calendar days following the death of a family member for whom the employee (1) would have qualified for medical leave for the birth of their child, or (2) would have qualified for family leave to bond with the employee's child.

For purposes of PFML, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

Unless otherwise expressly permitted by the County, leave taken under this title must be taken concurrently with any leave taken under the federal family and medical leave act of 1993 (FMLA). PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

D. PFML APPLICATION PROCESS

An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to www.paidleave.wa.gov. Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

E. NOTIFICATION REQUIREMENTS

An employee must provide written notice to the County of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable.

The employee's written notice must include:

- The type of leave taken (family or medical);
- The anticipated timing of leave; and
- Anticipated duration of the leave.

If leave is being taken for the employee's or a covered family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt County operations.

If an employee fails to provide this required notice to the County, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, the County will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.

If taking leave intermittently, an employee must notify the County each time PFML leave is taken so that the County may properly track leave use.

F. PFML MONETARY BENEFITS

If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit in the range of up to 90 percent of an employee's average weekly wage. ESD's website is expected to include a benefits calculator to assist employees in estimating their weekly benefit amount.

In most cases, PFML benefits are subject to a seven-day waiting period.

1. The waiting period does not apply to PFML taken in connection with the birth or placement of a child and for a military exigency
2. The waiting period begins on the Sunday of the week in which PFML leave is first taken
3. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefit will be paid by ESD for that week.
4. Employees may use available accrued leave to cover absences during the waiting period.

Paid leave accruals (vacation, sick leave, floating holidays, compensatory time, or any other accrued leave) are not supplemental to PFML. An employee may elect to use such accrued leave during a PFML-covered

absence, although the receipt of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated weekly PFML benefit.

Failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

G. COORDINATION WITH OTHER BENEFIT PROGRAMS.

When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of County policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to County policy and subject to any FMLA or other legal requirements requiring continuation of coverage.

H. JOB RESTORATION; RETURN TO WORK RECERTIFICATION.

An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave). The County may require a return-to-work certification from a health care provider before restoring the employee to work following PFML leave where the employee has taken leave for the employee's own serious health condition and under certain conditions, the County may deny job restoration to a salaried employee who is among the highest paid ten percent of Chelan County employees within 75 miles of the facility at which the employee is employed if:

- Denial is necessary to prevent substantial and grievous economic injury to the operations of the County;
- The County notifies the employee of the intent of the County to deny restoration on such basis at the time the employer determines that the injury would occur; and
- The leave has commenced and the employee elects not to return to employment after receiving the notice.

If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify Human Resources as soon as possible.

10.5 Military Leave

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT ACT (USERRA)

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

- 1) Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.
- 2) Longevity will continue to accrue during a military leave of absence. This is not to exceed a total of five years.
- 3) Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military

leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

- 4) Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

WASHINGTON STATE FAMILY MILITARY LEAVE

Employees will continue to receive full pay when called to active duty or while on leave for training in connection the employee's participation in the National Guard, Armed Forces, or Reserves for up to 21 working days. The portion of any military leaves of absence in excess of 21 working days will be unpaid, however employees may use any accrued vacation hours in place of the unpaid leave. Paid military leave will not exceed 21 days each calendar year, beginning October 1st and ending the following September 30th.

During a period of military conflict declared by the President or Congress the spouse of a member of the Armed Forces, National Guard or Reserves who has been called to active duty, before and up to deployment, or who is on leave from deployment, is entitled to 15 days of unpaid leave per deployment. An employee, who works on average 20 or more hours per week excluding independent contractors, is covered. An employee must notify the County of their intention to take leave within five business days of receiving official notice that the employee's spouse will be on leave or of an impending call to active duty.

Contact Human Resources for more information or questions about military leave.

10.6 Pregnancy & Accommodation

Pregnancy Disability Leave

Employees will be given a leave of absence for periods of sickness or temporary disability due to pregnancy or childbirth. Leave will be allowed for the entire period of pregnancy or childbirth-related disability and will be provided under the same terms and conditions as leave for other temporary disabilities.

The County may require that a licensed health care provider certify the actual period of disability.

Pregnancy leave is for the period of disability only, and not for childrearing after the disability ends. Leave provided under this policy will be in addition to FMLA and PFML leave entitlements. Requests for time off associated with pregnancy and/or childbirth, such as bonding and childcare, not related to an associated medical disability, will be considered in the same manner as other requests for unpaid family or personal leave. See FMLA or PFML, County Sick Leave Policies and collective bargaining agreements for additional information.

Upon return Employees who take leave in accordance with this policy will be reinstated to the same or a similar position with equal pay, unless the County is unable to reinstate the employee for reasons related to business necessity.

Healthy Starts Act

A pregnant employee is entitled to the following accommodations without the need for medical certification.

- limitation of lifting up to 17 lbs.

- offering more frequent, longer, or flexible restroom breaks
- modifying a no food or drink policy
- making seating available or allowing an employee to sit more frequently where the job typically requires standing

A request for a transfer or additional accommodations must be supported by the written certification of the employee's health care provider where allowed by law. The County will engage in the interactive process to determine whether it can reasonably accommodate the pregnant employee's request.

Reasonable accommodations include:

- Job restructuring, part-time or modified work schedules, reassignment to a vacant position or acquiring or modifying equipment, devices, or an employee's workstation;
- Providing for a temporary transfer to a less strenuous or less hazardous position;
- Scheduling flexibility for prenatal visits; and
- Any further pregnancy accommodation an employee may request, and to which the County must give reasonable consideration in consultation with the information provided on pregnancy accommodation by the Washington Department of Labor and Industries or the attending health care provider of the employee.

The County is not required to create additional employment that would not otherwise have been created or discharge any employee, transfer any employee with more seniority or promote any employee who is not qualified to perform the job unless it does so or would do so for other classes of employees who need accommodation.

The County will not take adverse action against any employee who requests, declines, or uses an accommodation under this policy. Further, the County will not deny employment opportunities to an otherwise qualified employee or prospective employee if such denial is based on the County's need to reasonably accommodate an employee's or prospective employee's condition related to pregnancy, childbirth, or a related medical condition. Additionally, the County will not require an employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy and pregnancy-related health conditions. If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact Human Resources.

Pregnant Workers Fairness Act (PWFA)

In accordance with the federal Pregnant Workers Fairness Act ("PWFA"), the County will make reasonable accommodations for known physical or mental limitations related to the pregnancy, childbirth or related medical conditions of a qualified applicant or employee, unless the accommodation would impose an undue hardship on the operation of the County's business.

Known physical or mental limitations are those that the applicant, employee or their representative has communicated to the County. Employees or applicants who wish to inform the County of such a limitation and/or request a reasonable accommodation under this policy should contact their Human Resources representative, preferably specifying in writing, what barriers or limitations prompted the request. Human Resources will engage in an interactive process to determine the nature of the limitation and what, if any, reasonable accommodation(s) may be appropriate. If, through this interactive process, the County and the

individual arrive at a reasonable accommodation that does not impose an undue hardship on the operation of the County's business, the County will make that accommodation.

The County will not require a qualified employee to take leave if another reasonable accommodation can be provided.

The County will comply with all federal, state, and local requirements, including providing greater or different benefits than those indicated here. Please see specific state appendices at the end of this handbook.

The County prohibits discrimination on the basis of pregnancy, childbirth or related medical conditions. The County also will not interfere with any individual's rights under the PWFA or take any adverse action against a qualified applicant or employee because they request or use reasonable accommodations in accordance with this policy, report or oppose discrimination under the PWFA, or participate in a proceeding involving an alleged violation of the PWFA. Individuals who believe they have been subjected to, or believe that another individual has been subjected to, prohibited discrimination or retaliation should report it immediately to any Human Resources Representative.

10.7 Victims of Domestic Violence, Sexual Assault, and Stalking

Full-time employees who are victims of domestic violence, sexual assault, or stalking will be provided unpaid leave in order to:

- 1) seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members, including but not limited to preparing for or participating in any civil or criminal legal proceeding relating to domestic violence, sexual assault, or stalking;
- 2) seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
- 3) obtain or assist a family member in obtaining services from a domestic violence center, rape crisis center, or other social services program;
- 4) Obtain or assist a family member in obtaining mental health counseling related to domestic violence, sexual assault or stalking' or
- 5) Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety.

Employees who need to use this leave should contact HR for more information.

Exempt employees who work any part of a workweek in which they take such a leave will be paid for that workweek only. Otherwise, leaves taken for these purposes will be unpaid. However, employees may elect to substitute accrued sick or vacation, as appropriate, to receive pay for leaves taken for such purposes.

10.8 Jury Duty Leave

Chelan County encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request jury duty leave.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employees who are on paid jury duty leave will be required to forward any jury pay to the County. the employee may keep pay received for mileage traveling to serve jury duty. Employee classifications that qualify for paid jury duty leave are:

- Permanent full-time employees
- Permanent part-time employees

Employees are required to show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Chelan County or the employee may request an excuse from jury duty if, in Chelan County's judgment, the employee's absence would create serious operational difficulties. However, employment obligations are not generally accepted by Superior Court as a basis to excuse jury service. A court may continue jury service to another date but excusing an employee from jury service is unlikely. Pursuant to RCW 2.36.170, a person summoned for jury service who intentionally fails to appear as directed shall be guilty of misdemeanor. Information regarding jury service can be found on the Superior Court Clerk's website.

Chelan County will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

10.9 Witness Duty

Chelan County encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Chelan County, they may receive paid time off for the entire period of witness duty. Employee classifications that qualify for paid witness duty are:

- Permanent full-time employees
- Permanent part-time employees

Employees appearing for witness duty on County business will be paid for that time as hours worked at their regular rate of pay. Payment received for witness duty must be turned over to the county in order to receive the employee's regular rate of pay.

Employees may be granted a paid time off to appear in court as a witness at the request of a party other than Chelan County.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

10.10 Bereavement Leave

Bereavement Leave may be taken, when verified by the employee's supervisor, in the event of a death in

the immediate family of the employee. Paid leave for such reason shall be limited to three (3) days, to a maximum of 24 hours, in any one instance. If the employee is working a schedule other than an 8 hour/day schedule additional sick leave time may be used to supplement for a total of 3 working days. "Immediate family" shall include only: parents, spouse, children, grandparents, siblings, grandchildren, and in-law relations of the same two (2) days of sick leave may be allowed if the additional time is necessary by reason of travel distance.

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Bereavement leave will be provided to eligible employees in the following classification(s):

- Permanent full-time employees
- Permanent part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

10.11 Personal Leave Without Pay

Under certain circumstances an employee may be eligible for leave without pay (LWOP) for leave unrelated to medical or another qualifying event. Additional leave needed for medical related purposes or qualifying events will be handled separately. All paid leave available to the employee must be exhausted (unless otherwise stated under the applicable leave category) prior to being eligible for LWOP. All leave without pay requests must be made to, and granted by, the elected official or department head in writing.

While on authorized LWOP benefits and leave accruals may be reduced, or temporarily suspended if an employee does not have enough hours worked, or time in paid status, during a month. This includes medical, dental, and VEBA contributions (if applicable) from the County as well as sick and vacation accrual and longevity bonus leave accrual. Leave without pay may affect retirement service credit accrual per DRS regulations.

Leave Accrual - Employees on unpaid leave for the entire month will not accrue sick or annual leave. Employees working or in paid status less than 50% of the month will not be eligible to accrue leave for the month. Employees in paid status from 50% - 75% of the month will accrue leave at 50% of their regular accrual for the month. Employees in paid status more than 75% of the month will accrue leave at their regular rate for the month.

Medical/Dental/VEBA Benefits - Employees taking leave without pay that results in being in paid status for less than 50% of the month will not be eligible for the County contribution toward medical/dental/VEBA coverage. An employee may elect to continue medical insurance at their own expense by submitting payment to Payroll or through COBRA. Employees taking leave without pay that results in being in paid status for less than 75% of the month are only eligible for 50% of the regular county contribution toward medical/dental/VEBA coverage. Employees in paid status for more than 75% of the month will receive their regular contributions.

A probationary employee who takes leave without pay may have their probationary period extended for the length of the leave. Employees taking unauthorized LWOP will be subject to disciplinary action.

10.12 Civil Air Patrol Leave

Employees who are members of the Washington wing of the Civil Air Patrol may take time off, without pay, to provide services as part of an emergency service operation. For purposes of this policy, an "emergency service operation" refers to:

- A search and rescue mission designated by the air force rescue coordination center;
- Disaster relief, when requested by the Federal Emergency Management Agency (FEMA) or the Department of Homeland Security (DHS)
- Humanitarian services, when requested by FEMA or DHS
- United States air force support designated by the first air force
- Counterdrug missions

Employees are required to provide verification that leave was taken for a purpose allowed under this policy. The County will not discriminate or retaliate against employees who seek or obtain leave under this policy

10.13 Emergency Responder Leave

Employees who are volunteer firefighters or reserve officers will be allowed time off to respond to a fire alarm or an emergency call. For purposes of this policy, a "volunteer firefighter" is someone who is a firefighter for purposes of the state's firefighters and reserve officers' relief and retirement pensions law who voluntarily performs, regardless of reimbursement, any assigned or authorized duties on behalf of or at the direction of a firefighting or emergency response unit of a city, county, fire district, regional fire protection district, port district or the state.

If an employee is at work when called to serve as a volunteer firefighter, they must notify their supervisor and/or Human Resources of their firefighter status and intent to serve as a volunteer in order to take leave. If the employee is not at work when called to serve, they will only be allowed leave if they have been ordered to remain in their position by the commanding authority at the fire scene.

Employees are required to provide verification that leave was taken for a purpose allowed under this policy. Time off will be without pay except that exempt employees will receive pay when required under applicable law. For non-exempt employees, such time off is not compensated. However, employees may choose to use accrued but unused vacation or comp time to receive pay for leaves taken for these purposes. The County will not discriminate or retaliate against employees who seek or obtain leave under this policy.

Dated this ____ day of _____, 2024

BOARD OF CHELAN COUNTY COMMISSIONERS

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ATTEST: ANABEL TORRES

SHON SMITH, COMMISSIONER

ANABEL TORRES, Clerk of the Board

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